

**NORTHERN MICHIGAN UNIVERSITY  
REFERENCE CHECK VERIFICATION**

Name of Candidate: \_\_\_\_\_

Person Contacted: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Relationship to Candidate: \_\_\_\_\_

(Supervisor, Co-Worker, etc.)

Prepare a brief introduction to describe the vacancy.

1. What position(s) did the candidate occupy during employment? Dates (or ask for confirmation of the dates provided on the application)
2. What were the main job duties or responsibilities of the candidate's position with your company?
3. Describe the candidate's organizational skills including their ability to follow through?
4. How would you describe the candidate's verbal and written communication skills?
5. How would you describe candidate's interpersonal skills? (positive, enthusiastic, energetic, etc.)
6. How would you grade this candidate's listening skills?
7. Is this candidate more of an individualistic person or team oriented? Why do you think this?
8. How did the candidate deal with conflict?
9. Did the candidate supervise others? If yes, explain the candidate's supervisory style?
10. Does this candidate typically adhere strictly to job duties, or does he assume responsibilities beyond the basic, written job description?

11. How does this candidate handle interruptions, breaks in routine, and last minute changes?
12. Has the candidate demonstrated the ability to work in a high volume/fast paced environment? How?
13. Does this candidate ever delay the inevitable in terms of disciplining or dismissing employees? (top management – some people aren't disciplinarians)
14. What is/are the candidate's strengths?
15. What is/are the area(s) this candidate can continue to improve?
16. What was the reason the candidate left your organization?
17. Is the candidate eligible for re-employment?
18. Would you hire this candidate for a position like this?
19. Is there anything else of significance that we should know?

Reference conducted by: \_\_\_\_\_ Date: \_\_\_\_\_