



# TALENT MANAGEMENT SYSTEM

## Staff Reference Check Guidance Document

This document is meant to serve as a guide and can be modified for your specific position.

The preference is to check all references provided on the application materials with at least one reference from a current or former supervisor.

Prior to contacting references, determine what factors you need to verify, e.g., dates of employment, full/part-time etc.

Prepare a brief introduction to describe the position.

Example: Northern Michigan University is considering (applicant name) for the position of (position title). S/he has provided you as a reference and has given us permission to verify information received during the recruitment process.

Provide a brief overview of the position.

Ask questions related to duties and responsibilities of the position. Ask the same questions of all references (there may be some variations based on the relationship of the reference to the candidate or follow-up questions for clarification purposes).



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## Staff Reference Check Form (Sample)

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

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

Position/Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Relationship to Candidate (Supervisor, Co-Worker, etc.): \_\_\_\_\_

### ***Standard questions:***

1. What position(s) did the candidate occupy during employment? Dates employed (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?
3. How would you describe the candidate's performance?
4. What is/are the candidate's strengths?
5. What is/are the area(s) this candidate can continue to improve?
6. What was the reason the candidate left your organization?
7. Is the candidate eligible for re-employment? OR Would you hire this candidate for a position like this?
8. Is there any other job related information you would like to share?

### ***Examples depending upon the position:***

1. How would you evaluate the candidate's work quality and quantity (productivity)?
2. Did the candidate meet deadlines in a timely fashion?
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 characterize the candidate's ability to work on a team? What contributions did the candidate make?
6. How did the candidate deal with conflict?
7. How well did the candidate get along with subordinates, peers and supervisors?
8. Did the candidate supervise others? If yes, describe the candidates supervisory/management skills? Does this candidate ever delay the inevitable in terms of disciplining or dismissing employees?
9. Does this candidate demonstrate initiative?
10. How does this candidate handle interruptions, breaks in routine, and last minute changes?
11. Has the candidate demonstrated the ability to work in a high volume/fast paced environment? How?
12. What is/are the candidate's strengths?
13. What is/are the area(s) this candidate can continue to improve?
14. What was the reason the candidate left your organization?
15. Is the candidate eligible for re-employment? OR Would you hire this candidate for a position like this?
16. Is there any other job related information you would like to share?

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