## **RECORD OF REFERENCE CHECK**

NAME OF CANDIDATE:		
POSITION:		
Reference Information:	Name	
	Address	
	Telephone Number	
Information Received:		

- 1. How do you know the applicant?
  - 2. How long have you known the applicant and in what capacity (personal or professional)?
  - 3. If the reference worked with Applicant: Briefly describe the applicant's work duties.
- 4. This position involves \_\_\_\_\_\_ in a University setting. Duties involve tasks such as \_\_\_\_\_\_. The successful applicant must be able to work independently, but be able to take direction and be willing to assist coworkers when needed. In your opinion, is this applicant able to meet these expectations?
- 5. If reference has or is the candidate's employer: Is this person eligible for re-hire with your institution or company? If not, why?
- 6. If reference is not the candidate's employer, ask: If you had the opportunity to hire this applicant, would you? If not, why?
- 7. Is there anything else you wish to share with us regarding this individual's application for employment at Winona State University?

Interviewed by: \_\_\_\_\_

Date:					