

# Reference Check Guidelines

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- You will need to complete a minimum of 3 telephone reference checks prior to a job offer/confirmation of assignment being made.
- Prior to placing any calls, be sure to contact the candidate(s) being considered for the position to let them know that you intend to contact their references.
- Candidates will have provided contact information for their references in their employment application; ideally, you should contact the most recent employer first and speak with the candidate's supervisor (or other person who has evaluated their work). If the candidate has only provided names/phone numbers of co-workers or friends, let them know that you will need to speak with someone who has supervised their work. If you are having trouble reaching one or more of the references listed, contact the candidate for alternate reference information.
- When contacting references, begin by identifying who you are and why you are calling (candidates sign a waiver that authorizes you to contact their references as part of the application process). You will find that you are most likely to get detailed responses if you first give a brief overview of the position that the candidate is being considered for at CCC.
- After you have filled in the information as requested on the top portion of the attached *Reference Check Form*, contact the reference, first verifying the information in the top portion, and then asking the questions that follow.
- Completed reference sheets should be submitted to Human Resources along with the application materials, interview notes, and ranking materials.
- Once the paperwork has been submitted, Human Resources will prepare the salary placement so you may extend an offer to the candidate.

*If you have any questions regarding this process,  
please contact Human Resources at x3458 or [hr@clackamas.edu](mailto:hr@clackamas.edu).*



NAME OF CANDIDATE: \_\_\_\_\_

JOB TITLE AND BULLETIN NUMBER: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

PLEASE ATTACH SUPPLEMENTAL NOTES AND QUESTIONS ASKED OF THIS REFERENCE.

**REFERENCE**

NAME OF REFERENCE: \_\_\_\_\_

TITLE: \_\_\_\_\_

NAME OF REFERENCE COMPANY/COLLEGE/AGENCY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ DATE CONTACTED: \_\_\_\_\_

REFERENCE'S RELATIONSHIP TO CANDIDATE (i.e. supervisor, co-worker, etc.): \_\_\_\_\_

DATES OF EMPLOYMENT: From (month/year): \_\_\_\_\_ To (month/year): \_\_\_\_\_

1. What were the duties assigned to the candidate's position while working at your organization? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
  - a. If candidate was a supervisor, how many supervised: \_\_\_\_\_
  - b. Job titles of subordinates: \_\_\_\_\_
2. How long have you known the candidate? \_\_\_\_\_
3. This person is applying for \_\_\_\_\_. Do you think the candidate is qualified to assume these responsibilities?  Yes  No Why or why not? \_\_\_\_\_
4. How would you describe your management style? \_\_\_\_\_  
 \_\_\_\_\_
5. How did the candidate perform with regard to \_\_\_\_\_ (i.e. quality of work, ability to handle pressure, willingness to take the initiative, or skill-related questions: organizational or communication skills)? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Is this person a team player or does he/she excel by working alone? \_\_\_\_\_  
 \_\_\_\_\_
7. What was the candidate's attendance record? Was the candidate on-time and dependable? \_\_\_\_\_  
 \_\_\_\_\_
8. What areas of development were communicated to the candidate and how did he/she respond? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. What were the candidate's three strongest qualities? \_\_\_\_\_  
 \_\_\_\_\_
10. Comment on the candidate's ability to work with a diverse workforce: \_\_\_\_\_  
 \_\_\_\_\_



11. Why did he/she leave your employ? \_\_\_\_\_  
\_\_\_\_\_

12. Would you re-hire this person again?  Yes  No If no, why not? \_\_\_\_\_

13. Is there anything else you would like to comment on regarding this person, their employment at your company, or job performance? \_\_\_\_\_  
\_\_\_\_\_

**Thank you for your time and comments.**

REFERENCES CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

*(signature/title)*