



TEXAS A&M UNIVERSITY

Engineering

Reference Check Form

Candidate Name:

Job Requisition:

Hiring Manager:

Name of Person Conducting Reference Check:

Today's Date:

Reference Name:

Reference Contact Information:

Instructions:

Reference checks are not a confirmation of employment or education, rather the purpose is to learn more about the candidate from people who know them in a professional or personal capacity. The reference check provides additional data to help inform the hiring decision.

1. How do you know the candidate and how long have you known them?

2. What would you say are their three greatest strengths?

[Alternate question: What type of work environment do you think they would excel in? Why?]

3. Provide a brief description of the position, its purpose, and some of the challenges or success factors of the position, then ask the following question:

Based on what I've just described about the position and what you know about the candidate, does this position sound like it would be a great fit for them? Why/Why Not?

4. What do you think their co-workers would likely say is the best part of working with him/her? The most challenging part?
5. What advice would you give to their supervisor about managing them effectively?
6. Would you have any hesitation recommending them for this job? Why/Why Not?
7. Is there anything I did not ask that would be helpful for me to know?