



REFERENCE CHECKS

General Information regarding reference checks:

1. Candidates are notified upon applying through AJO that reference checks may be conducted.
2. Thank the reference for their time, and describe the basic functions of the job the candidate has applied for.
3. Inform the reference that responses are kept confidential.
4. Pre-determine what you want to know, pinpoint what intrigues you about this candidate's role and how it molds with your position. You do not often have more than a few minutes to gather information.
5. Make sure to ask all references the same questions (consistency is key).
6. If you learn information during the interview that is concerning or relates to possible misconduct of any kind by the candidate, that information should remain confidential and only be shared with the Associate Dean of the College and/or the Deputy Provost for Faculty Affairs.

Candidate Name: _____

Date of Reference Check: _____

Name of Reference Check: _____

Institution/Employer: _____

Relationship to Candidate: _____

Verify the following information:

Position held: _____ Dates: _____

Sample Reference Questions:

These questions should be customized based on the candidate's particular background (e.g., tenured faculty member, teaching assistant, post-doc). Every reference interviewed during the search should be asked the same questions to ensure consistency.

1. In what capacity did you work with the candidate?
2. How long have you known the candidate?
3. How would you characterize (the teaching, scholarship, other efforts) of this person?
4. What do you feel are the candidate's strengths and weaknesses as a scholar and a teacher (if applicable)? What characteristics do you admire most about the candidate?
5. What is this person's style of working with others?
6. Do you have any reason to doubt the candidate's reliability, trustworthiness and/or honesty?
7. Are you aware of any inappropriate, improper or harassing behaviors? Are you aware of any reports concerning these types of behaviors?
8. Do you have any additional comments or is there anything else significant we should know about the candidate?

Rating of Reference:

- Excellent Good Some Reservation Poor

Reference check conducted by: _____

Date: _____

Notes: _____
