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| UCSD_Seal | **Reference Check Worksheet** |
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| » Keep this worksheet for your records |

**Requisition#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Working Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Candidate: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Reference Name/Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

These are general questions designed to be used as a guide for supervisors when assessing a candidate's qualifications. In accordance with employment law, inquiries must be job-related based on the position being filled. Start by describing the position the candidate is being considered for to the person providing the reference.

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| **Verify Information on Application/Resume** |
| What is your relationship with “Candidate Name?” (supervisor, co-worker, friend)  |
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| What dates was the “Candidate Name” employed with your organization?  |
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| What job titles/positions did “Candidate Name” hold during this period?  |
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| What was “Candidate Name” reason for leaving or why might s/he be considering leaving?  |
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| What job duties were typically assigned to “Candidate Name” in his/her position?  |
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| S/he states on his/her resume that s/he did...A.B.C.  |
| Is that correct? |
| **Assess Overall Work Performance** |
| What can you tell me about “Candidate Name” overall work performance?  |
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| What were “Candidate Name” strengths in his/her position? Can you give me an example of a time when s/he demonstrated this?  |
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| In what areas did “Candidate Name” appear to need additional assistance to develop?  |
|  |
| How effective is “Candidate Name” when working as a member of a team? Working independently?  |
|  |
| How well did “Candidate Name” get along with his/her other employees? Supervisor? |
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| Did “Candidate Name” duties including supervising others? How many and how would you assess his/her supervisory skills? |
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| Describe “Candidate Name” management style? |
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| On a scale of 1-5 (5 being highest), how would you rate the following?  | 1-5 Rating |
| Attendance |  |
| Dependability |  |
| Ability to take on responsibility |  |
| Initiative and follow-through |  |
| Decision-making ability |  |
| Communication skills |  |
| Attention to detail? |  |
| Overall attitude |  |
| Would you re-employ “Candidate Name?” If no, why not? |
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| OTHER QUESTIONS RELATED TO POSITION (fill-in)A. B. C.   |
|  |
| Is there anyone else you would recommend I speak with about “Candidate Name?”  |
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| Is there anything else about “Candidate Name” you would like to add as s/he is considered for this position?  |
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| **Overall Impression/Follow Up Items/Concerns** |
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Reference Check by: Name (Print) Date: