

# 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 was the nature of his/her job with your institution/business? \_\_\_\_\_  
\_\_\_\_\_
2. How long have you known the candidate? \_\_\_\_\_
3. How would you characterize this person's strengths? \_\_\_\_\_  
\_\_\_\_\_
4. How would you characterize this person's weaknesses? \_\_\_\_\_  
\_\_\_\_\_
5. What courses has this instructor taught? \_\_\_\_\_  
\_\_\_\_\_
6. Describe the candidate's teaching style. \_\_\_\_\_  
\_\_\_\_\_
7. How effective was the candidate in the classroom (classroom management, student engagement, student success)? \_\_\_\_\_  
\_\_\_\_\_
8. What kind of general impression did the candidate make on supervisors, peers, and subordinates? \_\_\_\_\_  
\_\_\_\_\_
9. Has this individual taken part in any activities beyond assigned classes? \_\_\_\_\_  
\_\_\_\_\_
10. This person is applying to teach \_\_\_\_\_. Does this candidate have the skills and experience to teach in this area?  Yes  No If no, why not? \_\_\_\_\_
11. Overall, do you feel this candidate successfully performed assigned duties? Please describe: \_\_\_\_\_  
\_\_\_\_\_
12. Did the candidate experience any major setbacks or disappointments? \_\_\_\_\_  
\_\_\_\_\_
13. How did the candidate deal with pressure? \_\_\_\_\_  
\_\_\_\_\_



14. Does the candidate effectively use the technology available (in and out of the classroom)? \_\_\_\_\_

\_\_\_\_\_

15. Comment on the candidate's ability to work with a diverse workforce: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

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

*(signature/title)*