

On-List References and Employment Check Form

For detailed instructions on completing this form, please reference the attachment. **CLICK HERE**

Candidate Name:	Recruitment Number: Department:	
Person(s) performing check:	Role in Search Committee: □ Chair □ EEF □ Member(s): # □ DH/DC □ Associate Dean □ Dean	
	Epitype Exception Epitype	
Name of Reference: Date Called:		
Check all that apply:	Reference satisfactory: \(\textstyre{\textsty}}\textstyre{\textstyre{\textstyre{\textstyre{\textstyre{\textstyre{\textstyre{\textstyre{\textstyre{\textstyre{\texts	
☐On-List Reference ☐Employer	If no, please explain:	
For current/previous employer, please verify the following information in addition to asking the suggested	Employer/Institution:	
	Position(s) Held by Candidate:	
reference check questions:	Dates of Employment (can be approximate):	
 QUESTIONS The suggested reference check questions are below. Feel free to include your own questions by writing/typing them under the section below designated for responses. Please mark the checkbox next to the questions you ask the reference. 1. Are you familiar with the position and job responsibilities at Cal Poly? 2. Please describe your relationship to (the candidate), and include how long you've known them. 3. Please describe their strengths and provide examples if possible. 4. Please describe areas that may be challenges or weaknesses for (the candidate). Please provide examples if possible. 		
 5. Do you believe that (the candidate) would make strong contributions to the department at Cal Poly? 6. Can you provide an example that highlights (the candidate's) ability and skills to make contributions to and/or lead programs, and to demonstrate their commitment to the academic success of students? 7. Please describe (the candidate's) work ethic and ability to collaborate with various campus and community constituents. 8. Are there any other things that we have not discussed that you feel we should know about (the candidate)? 9. Would you recommend hiring (this candidate) again, if given the opportunity? 		
RESPONSES Document the responses to the above questions here. Use the second page, if necessary. You may handwrite or type the answers.		

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On-list References and Employment Check Form (continued)

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