

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: <input type="checkbox"/> Chair <input type="checkbox"/> EEF <input type="checkbox"/> Member(s): # <input type="checkbox"/> DH/DC <input type="checkbox"/> Associate Dean <input type="checkbox"/> Dean	

Name of Reference:	Date Called:
Check all that apply: <input type="checkbox"/> On-List Reference <input type="checkbox"/> Employer	Reference satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:
For current/previous employer , please verify the following information in addition to asking the suggested reference check questions:	Employer/Institution:
	Position(s) Held by Candidate:
	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 him/her.
3. Please describe his/her 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 his/her 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.

On-list References and Employment Check Form (continued)

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