Wellesley College
Reference Checking Form

APPLICANT:  

Name of Reference: ____________________________  Phone Number: ____________________________  Date of Contact: ____________________________
Position: ____________________________  Organization: ____________________________

• What was the nature of your relationship with this candidate?

• Describe the position applied for and then ask: Can you address your experience with this individual in such an environment with these types of tasks?

• Overall Impression of the Candidate (intelligence, style, administrative skills):

• Can you speak to the quality of work?

• What do you see as his/her particular strength or skill area? What area of development could the candidate focus on?

• Describe her/his management/leadership style (where applicable):

• How effective is candidate in creating and managing change (where applicable):

• How would you describe the candidate’s technology skills?

• Example of the candidate demonstrating initiative:

• Describe interpersonal skills with respect to customer service, problem solving, working with diverse individuals, dealing with difficult people:

• Reason for leaving current position?

• Eligibility for rehire (comment):

Reference called by: ____________________________  Position and Department: ____________________________