

**UNM REFERENCE CHECK FORM**

Complete all sections that require the name of the candidate or the identification of selection criteria before calling the reference.

Areas in < > are talking points. The person completing this form does not have to enter information in those areas.

Posting Number:

Candidate Name:

Person Making Reference Call:

Name of Reference:

Name of Company:

Telephone Number of Reference:

*Introduce yourself and explain the purpose of your call.* “< Name of candidate > has given your name as a reference for the position of < Position Classification > with the University of New Mexico < Department/College >. Is this a convenient time to talk with you?” *If not, arrange a time for a call back*.

*Ask the following questions:*

l. How long have you known < Name of candidate *>*?

1. Did you supervise < Name of candidate >?
2. What was the nature of his/her job in your organization?
3. How effective was he/she in the position held?
4. *Briefly describe the scope of responsibilities for your vacancy*. *Ask:* In your opinion, does < Name of candidate > have the knowledge, skills and ability to perform the job I have just summarized?
5. How could I best supervise this person for the first six months on the job?

a. And after six months?

1. How well does he/she complete tasks?
2. Any areas for improvement?
3. Are there any additional comments you would like to make about < Name of candidate > in general that might assist us in making our hiring decision?
4. Would your organization rehire this person? Yes No

If “No”, why?

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