

- You will need to complete a minimum of 2-3 telephone reference checks prior to a job offer/confirmation of assignment being made (a third check is required if either of the first two are less than satisfactory).
- Even if the candidate(s) that you are considering have already been employed at SRJC in some capacity, at least one reference is required prior to the job offer/confirmation of assignment.
- Prior to placing any calls, be sure to contact the candidate(s) being considered for the position or pool to let them know that you intend to contact their references (if you have not already forewarned them of this in the interview).
- Candidates will have provided contact information for their references on the second page of 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 indentifying who you are and why you are calling (candidates sign a waiver that authorizes you to contact their references with their application materials). You will find that you are most likely to get detailed responses if you first give a brief overview of the position/pool that the candidate is being considered for at SRJC.
- After you have filled in the information as requested on the top portion of the attached *Telephone Reference Worksheet*, contact the reference, first verifying the information in the top portion, and then asking the questions that follow.
- Completed reference sheets should be turned in to Human Resources along with the application materials, *Interview Record Sheets* and *Recommendation Form* which would have been included in the interview packet.
- Once the paperwork above has been submitted, Human Resources will prepare the salary placement and make a job offer to the candidate which will cover the basic pre-employment requirements. If the candidate accepts the offer, they will be asked to contact their immediate supervisor to discuss start date. For adjunct faculty, once reference checks have been completed, Human Resources will send confirmation that they are being added to the pool.

*If you have any questions regarding this process,
please contact Sarah Hopkins in Human Resources at x4831 or shopkins@santarosa.edu .*

NAME OF CANDIDATE: _____

POSITION BEING CONSIDERED FOR: _____ DEPARTMENT: _____

[A] REFERENCE #1

NAME OF REFERENCE: _____ TITLE: _____

NAME OF REFERENCE COMPANY: _____ PHONE NUMBER: _____

REFERENCE'S RELATIONSHIP TO CANDIDATE (i.e. supervisor, co-worker, etc.): _____

DATES OF EMPLOYMENT: From _____ To _____
(month/year) (month/year)

CANDIDATE'S TITLE/POSITION AT REFERENCE COMPANY: _____

1) Please briefly describe the job and skill requirements for the position that (the candidate) held/holds with your organization:

2) Do you feel that (the candidate's) skills are/were meeting the job requirements? ☐ Yes ☐ No

3) Can you provide me with specific examples of how the work of (the candidate) is/was exemplary?
Are there any areas where you believe (the candidate) could use some specific training or skill building in?

☐ Yes ☐ No If yes, please describe: _____

4) On a 0-10 scale, with 0 being poor and 10 being exceptional, how would you rate (the candidate) compared to other employees who have held the same position? ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

5) Overall, do you feel (the candidate) successfully performed their job? ☐ Yes ☐ No Please describe:

6) How well did (the candidate) work with others? _____

7) Based on the description of the position we are considering (the candidate) for, do you feel he/she could handle the responsibilities for this position? ☐ Yes ☐ No Comments:

8) What is the reason for (the candidate) leaving your organization? _____

9) If given the opportunity, would you rehire (the candidate)? ☐ Yes ☐ No; If no, please describe:

10) Additional Comments: _____

REFERENCES CHECKED BY: _____ DATE: _____
(signature/title)

[B] REFERENCE #2

NAME OF REFERENCE: _____ TITLE: _____

NAME OF REFERENCE COMPANY: _____ PHONE NUMBER: _____

REFERENCE'S RELATIONSHIP TO CANDIDATE (i.e. supervisor, co-worker, etc.): _____

DATES OF EMPLOYMENT: From _____ To _____
(month/year) (month/year)

CANDIDATE'S TITLE/POSITION AT REFERENCE COMPANY: _____

- 1) Please briefly describe the job and skill requirements for the position that (the candidate) held/holds with your organization:

- 2) Do you feel that (the candidate's) skills are/were meeting the job requirements? ☐ Yes ☐ No

- 3) Can you provide me with specific examples of how the work of (the candidate) is/was exemplary?
Are there any areas where you believe (the candidate) could use some specific training or skill building in?

☐ Yes ☐ No If yes, please describe: _____

- 4) On a 0-10 scale, with 0 being poor and 10 being exceptional, how would you rate (the candidate) compared to other employees who have held the same position? ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

- 6) Overall, do you feel (the candidate) successfully performed their job? ☐ Yes ☐ No Please describe:

- 6) How well did (the candidate) work with others? _____

- 7) Based on the description of the position we are considering (the candidate) for, do you feel he/she could handle the responsibilities for this position? ☐ Yes ☐ No Comments:

- 8) What is the reason for (the candidate) leaving your organization? _____

- 9) If given the opportunity, would you rehire (the candidate)? ☐ Yes ☐ No; If no, please describe:

- 10) Additional Comments: _____

REFERENCES CHECKED BY: _____ DATE: _____
(signature/title)

[C] REFERENCE #3

NAME OF REFERENCE: _____ TITLE: _____

NAME OF REFERENCE COMPANY: _____ PHONE NUMBER: _____

REFERENCE'S RELATIONSHIP TO CANDIDATE (i.e. supervisor, co-worker, etc.): _____

DATES OF EMPLOYMENT: From _____ To _____
(month/year) (month/year)

CANDIDATE'S TITLE/POSITION AT REFERENCE COMPANY: _____

- 1) Please briefly describe the job and skill requirements for the position that (the candidate) held/holds with your organization:

- 2) Do you feel that (the candidate's) skills are/were meeting the job requirements? ☐ Yes ☐ No

- 3) Can you provide me with specific examples of how the work of (the candidate) is/was exemplary?
Are there any areas where you believe (the candidate) could use some specific training or skill building in?

☐ Yes ☐ No If yes, please describe: _____

- 4) On a 0-10 scale, with 0 being poor and 10 being exceptional, how would you rate (the candidate) compared to other employees who have held the same position? ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

- 7) Overall, do you feel (the candidate) successfully performed their job? ☐ Yes ☐ No Please describe:

- 6) How well did (the candidate) work with others? _____

- 7) Based on the description of the position we are considering (the candidate) for, do you feel he/she could handle the responsibilities for this position? ☐ Yes ☐ No Comments:

- 8) What is the reason for (the candidate) leaving your organization? _____

- 9) If given the opportunity, would you rehire (the candidate)? ☐ Yes ☐ No; If no, please describe:

- 10) Additional Comments: _____

REFERENCES CHECKED BY: _____ DATE: _____
(signature/title)