

Thank you for considering a reference request on behalf of a candidate under review. Please review the following important notes regarding this process:

- **Confidentiality:** All reference responses are kept strictly confidential and will only be reviewed by Human Resources and the hiring manager.
- **Voluntary Participation:** Providing a reference is entirely optional. If you choose to complete the reference form, we kindly ask that it be submitted to Human Resources within two (2) business days of receipt.
- **Value of Your Feedback:** Your insights into this candidate's professional background are greatly appreciated. Honest, job-related feedback is essential to our evaluation process.

Suggested Areas to Address (as applicable):

- The candidate's role and responsibilities while working with you
 - Observations regarding work ethic, communication, and leadership style
 - Notable accomplishments or contributions
 - Ability to work collaboratively and adapt to change
- **Truthful and Relevant Information:** Should you choose to participate, we respectfully request that all feedback provided be accurate and job-related. Personal opinions or unrelated information should be excluded.
 - **Professional References Only:** Santa Rosa Junior College only considers professional references during candidate evaluations. Personal references will not be factored into the hiring decision.

Please contact the Human Resources Office if you have any questions or require additional information. Thank You.

Name of Candidate:

Position being considered for:

Name of Reference:

1. Please briefly describe the job and skills requirements for the position that the candidate previously held or currently holds with your organization:

2. Can you share an example of a project or task where the candidate exceeded expectations?

3. How did the candidate contribute to a culture of trust and professionalism within the organization? How did the candidate collaborate effectively across departments or with external agencies?
4. Has the individual performed any committee or leadership roles beyond assigned job duties? Please explain their impact on the organization.
5. How would you describe their reliability and integrity?
6. Would you hire or rehire this individual? Why or why not?
7. Is there anything else you would like to comment on regarding this person, their employment at your institution/business, or job performance?