- You will need to complete a minimum of 2-3 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).

- If the candidate(s) that you are considering have previously been employed at SRJC, at least one positive reference is required prior to the job offer/confirmation of assignment.

- Prior to contacting references, be sure to notify 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 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, please let Human Resources know.

- When contacting references, begin by identifying 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.

- Completed reference sheets should be turned in to Human Resources along with the Interview Record Sheets and Recommendation Form.

- 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 a notification that they are being added to the pool.

Name of Candidate: Department:

Position/Pool being considered for:

REFERENCE #1

Name of Reference: **Reference Relationship to Candidate**

Dates of Employment: Month   **Year**   **to**   **Month**   **Year**

1. What was the nature of this individual's job with your institution/business?

2. What courses has this individual taught?

3. What are examples of typical student feedback regarding this individual?

4. Has the individual performed any committee or leadership roles beyond assigned classes in your organization/institution? If yes, please describe role performed.

5. Does this candidate have the skills and experience to teach and effectively support students in a community college environment? If no, please describe why you feel this candidate cannot teach in a community college environment.

6. Describe examples of how (the candidate) has demonstrated respect for underserved communities and/or students of color.

7. Please describe specific roles the candidate has played in fostering diversity and inclusion in your institution/organization and the outcomes of their contributions in the areas of Diversity, Equity, and Inclusion.

8. Provide specific examples where (the candidate) has worked effectively with a diverse group of colleagues and promoted an environment of inclusion.

9. Using the scale below, please rate how you feel this individual performed their assigned duties:

   0=Unacceptable   1=Fair   2=Satisfactory   3=Good   4=Exceptional

10. Why did this individual leave your institution/organization?

11. If given the opportunity, would you hire or rehire the candidate?   Yes   No

12. If you answered no to the previous question, please describe why you would not rehire this individual? Type N/A if not applicable

13. Please provide any additional feedback on how the candidate's performance was particularly commendable and provide specific examples of how their work is/was exemplary.

14. Is there anything else you would like to comment on regarding this person, their employment at your institution/business, or job performance?

REFERENCE #2

Name of Reference: **Reference Relationship to Candidate**

Dates of Employment: Month   **Year**   **to Month**   **Year**

1. What was the nature of this individual's job with your institution/business?

2. What courses has this individual taught?

3. What are examples of typical student feedback regarding this individual?

4. Has the individual performed any committee or leadership roles beyond assigned classes in your organization/institution? If yes, please describe role performed.

5. Does this candidate have the skills and experience to teach and effectively support students in a community college environment? If no, please describe why you feel this candidate cannot teach in a community college environment.

6. Describe examples of how (the candidate) has demonstrated respect for underserved communities and/or students of color.

7. Please describe specific roles the candidate has played in fostering diversity and inclusion in your institution/organization and the outcomes of their contributions in the areas of Diversity, Equity, and Inclusion.

8. Provide specific examples where (the candidate) has worked effectively with a diverse group of colleagues and promoted an environment of inclusion.

9. Using the scale below, please rate how you feel this individual performed their assigned duties:

    0=Unacceptable   1=Fair   2=Satisfactory   3=Good   4=Exceptional

10. Why did this individual leave your institution/organization?

11. If given the opportunity, would you hire or rehire the candidate?   Yes   No

12. If you answered no to the previous question, please describe why you would not rehire this individual? Type N/A if not applicable

13. Please provide any additional feedback on how the candidate's performance was particularly commendable and provide specific examples of how their work is/was exemplary.

14. Is there anything else you would like to comment on regarding this person, their employment at your institution/business, or job performance?

REFERENCE #3

Name of Reference: **Reference Relationship to Candidate**

Dates of Employment: Month   **Year**   **to Month**   **Year**

1. What was the nature of this individual's job with your institution/business?

2. What courses has this individual taught?

3. What are examples of typical student feedback regarding this individual?

4. Has the individual performed any committee or leadership roles beyond assigned classes in your organization/institution? If yes, please describe role performed.

5. Does this candidate have the skills and experience to teach and effectively support students in a community college environment? If no, please describe why you feel this candidate cannot teach in a community college.

6. Describe examples of how (the candidate) has demonstrated respect for underserved communities and/or students of color.

7. Please describe specific roles the candidate has played in fostering diversity and inclusion in your institution/organization and the outcomes of their contributions in the areas of Diversity, Equity, and Inclusion.

8. Provide specific examples where (the candidate) has worked effectively with a diverse group of colleagues and promoted an environment of inclusion.

9. Using the scale below, please rate how do you feel this individual performed their assigned duties:

   0=Unacceptable   1=Fair   2=Satisfactory   3=Good   4=Exceptional

10. Why did this individual leave your institution/organization?

11. If given the opportunity, would you hire or rehire the candidate?   Yes   No

12. If you answered no to the previous question, please describe why you would not rehire this individual? Type N/A if not applicable

13. Please provide any additional feedback on how the candidate's performance was particularly commendable and provide specific examples of how their work is/was exemplary.

14. Is there anything else you would like to comment on regarding this person, their employment at your institution/business, or job performance?