

**The University of Iowa
Office of Equal Opportunity and Diversity
Reference Check Template
for Professional & Scientific Positions**

Section I: Applicant Information

Last Name First Name Middle Initial

Position title College/Org and Department/Unit

Section II: Reference Contacted

Person Contacted Employer/Organization Phone Number

Position title of person contacted: Length of association to candidate

Relationship to candidate: Supervisor Co-Worker Academic Other Describe: _____

Section III: Candidate Information

Reference must be work relevant or related to academic background

Position title candidate held Employer/Organization Dates of employment

Identify yourself, your institution, your reason for calling and the position for which the candidate is applying. If necessary, briefly describe the duties and responsibilities of the position the candidate is seeking.

- 1) Briefly provide the reference with a summary of the candidate's statement of his/her duties in the former position. Does this summary accurately reflect the candidate's duties and responsibilities?

- 2) Did you have an opportunity to observe and evaluate the candidate's performance? If yes, how would describe the candidate's work performance in this position?

- 3) How would you compare the work performance of this candidate with that of others who have held the same position?

- 4) Describe the candidate's knowledge, skills and subject matter expertise.

- 5) What areas could the candidate improve upon?

- 6) Please provide examples of the candidate's experience with and/or commitment to diversity in the work/academic environment. **(This is an appropriate question to ask for pay grades 12 and above).**

- 7) Describe the candidate's work ethic in the context of trustworthiness, dependability and initiative.

- 8) How would you rate the candidate's writing and verbal communication skills?

- 9) How would you rate the candidate's interpersonal communication skills?

- 10) How would you describe the candidate's relations with his/her customers?

- 11) How would you rate the candidate's time management/organization skills?

- 12) Describe the candidate's ability to make sound and timely decisions.

- 13) Describe the candidate's adaptability to change.

- 14) Was the candidate the subject of any disciplinary action or legal proceedings? If yes, please briefly describe the circumstances and the outcome.

- 15) If known, why did the candidate leave your employ?

- 16) Is the candidate eligible for rehire? If no, can you share the reasons why not?

- 17) Is there additional information that you would like to provide that would be pertinent in considering this candidate for employment?

Section IV: Required Signature

Signature of Person Checking

References Date