



Employment Reference Check - FACULTY
PROFESSIONAL WORK EXPERIENCE DOCUMENTATION

Applicant: _____ Position: _____

Reference Contacted:

Name: _____ Telephone Number: _____

Title of Reference: _____ Employer: _____

Verify the following information:

Position Applicant Held: _____

Relationship to Applicant: Supervisor Co-worker Professional

Date of Employment: From _____ To _____ How long did you work with Applicant? _____

Ask the employer for information on the applicant on the following areas/Tell me about:

1. What were the duties and responsibilities of his/her position? _____

2. How effectively did he/she carry out those responsibilities? _____

3. How would you rate the quality of his/her work? _____

4. What are his/her strengths? _____

5. Are there any areas for improvement? _____

6. Was the person a valuable member of the team? Why or why not? _____

7. Degree of supervision needed? _____
8. How would you rate: Attendance? _____ Dependability? _____
9. What was the reason the applicant left your organization? _____

10. If given the opportunity, or if you were in the capacity to do so, would you re-hire?

(Required for all Internal and External Candidates)

Yes

No

If no, please explain: _____

Teaching/Discipline Related Questions:

1. How would you describe his/her knowledge of the discipline? _____

2. If you had the opportunity to observe the candidate's teaching, how would you describe his/her teaching style? _____

3. How does the candidate respond to criticism/interpersonal conflict? _____

4. Can you provide an example of the candidate's accomplishments or scholarly work? _____

5. Has this candidate taken part in any college and community activities outside the classroom? _____

16. Do you think the individual is suitable for the position being applied for? _____

17. Additional Comments: _____

(Reference checks must be conducted by Search Committee Member, Committee Chair or Program Chair)

Reference Check by: _____
PLEASE PRINTNAME:

SIGNATURE:

DATE: _____