

**Telephone Reference Check/Guidelines/Questions**

* You should complete a minimum of three (3) telephone reference checks prior to a job offer/confirmation of assignment being made. Even if the candidate(s) that you are considering have had letters of reference sent in or employed at Salisbury University in some capacity.
* Prior to placing any calls, be sure to contact the candidate(s) being considered for the position or pool to let them know if you intend to contact references that may not have been listed (if you have not already forewarned them of this in the interview).
* Candidates will have provided contact information for their references 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 you are having trouble reaching one or more of the references listed, contact the candidate for alternate reference information.
* When contacting references, begin by identifying who you are and why you are calling. 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 Salisbury University.
* After you have filled in the information as requested on the top portion of the attached *Reference Worksheet*, contact the reference, first verifying the information in the top portion, and then asking the questions that follow. Ask the same question of each reference, but follow up questions/clarification is acceptable.
* Completed search forms should be turned in to Human Resources along with the search materials, *Candidate Assessment Forms, some form of qualification worksheet, Questions/ Responses/ comments/ notes and Reference Checks*.

If you have any questions regarding this process,

please contact Human Resources

**REFERENCE #1**

Name of Candidate:

Position being considered for:       Department:

Name of Reference:       Title:

Name of Reference Organization:       Phone Number:

Reference Relationship to Candidate (i.e. Dean, Colleague, etc.):

DATES OF EMPLOYMENT: From: Click here to enter a date. To: Click here to enter a date.

#1

Choose an item.

Response:

#2

Choose an item.

Response:

#3

Choose an item.

Response:

#4

Choose an item.

Response:

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

REFERENCES CHECKED BY:       DATE: Click here to enter a date.

**REFERENCE #2**

Name of Candidate:

Position being considered for:       Department:

Name of Reference:       Title:

Name of Reference Organization:       Phone Number:

Reference Relationship to Candidate (i.e. Dean, Colleague, etc.):

DATES OF EMPLOYMENT: From: Click here to enter a date. To: Click here to enter a date.

#1a

Choose an item.

Response:

#2a

Choose an item.

Response:

#3a

Choose an item.

Response:

#4a

Choose an item.

Response:

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

REFERENCES CHECKED BY:       DATE: Click here to enter a date.

**REFERENCE #3**

Name of Candidate:

Position being considered for:       Department:

Name of Reference:       Title:

Name of Reference Organization:       Phone Number:

Reference Relationship to Candidate (i.e. Dean, Colleague, etc.):

DATES OF EMPLOYMENT: From: Click here to enter a date. To: Click here to enter a date.

#1b

Choose an item.

Response:

#2b

Choose an item.

Response:

#3b

Choose an item.

Response:

#4b

Choose an item.

Response:

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

REFERENCES CHECKED BY:       DATE: Click here to enter a date.