

Tips for Conducting Reference Checks

REFERENCE CHECK CHECKLIST

- Check the same number of references for all candidates.
- Ask if there is anyone you should not contact and why you should not contact this person.
- Ask the candidate to notify individuals that you will call them for a reference.
- Ensure that all references are individuals who have worked with the candidate in a professional capacity and who are not relatives or friends of the candidate.
- Ensure that at least one reference is a former or current supervisor of the candidate.
- Ask the candidate if he or she is professionally acquainted with any of your school's employee's.
- Ask the candidate if he or she worked under any name other than one given you.
- Review (or seek) letters of recommendation.
- Verify dates of employment, titles, and periods of time in each position.
- Verify salary (if applicable.)
- Verify education and licenses.
- Identify strengths and weaknesses.
- Ask references how well the candidate works with others.
- Obtain opinions about how the candidate would perform in your position.
- Ask about the candidate's work ethic.
- Ask the candidate's former supervisor (if identified as a reference) or the HR office of the candidate's former employer if the candidate is eligible for rehire.
- Ask why the candidate left the position in question.
- Consult with the Office of Human Resources about the possible need to check credit reports, criminal records, and driving records.
- Document all reference-checking activities.