

Employment Candidate Reference Check Purpose, Procedure and Suggested Questions for Hiring Supervisors

May 2012

Purpose of Reference Checks:

- Validate candidate's work experience, cover letter, application and what has been conveyed during the interview process as appropriate.
- Assess a candidate's strengths and weaknesses.
- Answer questions about prior work performance and professional experiences that have not yet been conveyed.
- Determine if candidate is a best fit for the College.
- Confirm/deny behavioral assessments as noted during the screening and interview proceedings.

Helpful Hints:

A minimum of three (3) references, as provided by the candidate, must be contacted by the hiring supervisor. All references must be able to speak to the candidate's job related abilities.

At and/or following the candidate's final interviews, and before contacting references, verify the reference's names and contact information with the candidate.

Start the telephone call by providing your name, position at the College, the candidate's name, the position for which he/she is applying for at MVCC. Then ask if it is a good time to talk and let the reference know how much time you will need to ask questions. If it is not a good time, it is best to schedule an alternate time to speak.

You may ask only job-related questions, or those that clarify the candidate's resume, cover letter, interviews, etc. Ask open-ended questions and request examples. *Click here to refer to the Interview Laws, Guidelines, Principles and Interview Questions Database.*

Refrain from reading from the candidate's resume, cover letter, application, etc. Have the job description available to provide a summary of the job duties.

Sample Questions:

How long have you known the candidate and in what capacity?

What were the candidate's job responsibilities during the time you worked together?

How would you describe the candidate's performance in carrying out those job responsibilities? Examples?

How would you describe the candidate's reliability and dependability?

Describe the candidate's working relationships with his/her co-workers, staff, supervisor, students (customers, patients, clients, etc.).

During the time you worked together, what was his/her most significant area of job growth and abilities? (If talking with a current or previous supervisor – What suggestions for growth and development did the candidate receive, and how did he/she respond?)

What are the candidate's most significant strengths?

In what job-related areas could the candidate improve? Any weaknesses?

Is there anything you would like to add?

**** Please be aware that information obtained through Internet searches may be unreliable. If an Internet search is conducted and there is a concern, please contact Human Resources.****