## M:\Fresno State HR Logos\Human Resources.jpg REFERENCE CHECK CONTACT FORM

**(Optional Supervisor/Manager questions)**

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| --- | --- |
| **Applicant Name:** | **Date:** |
| **Reference Name & Title:** |

*Thank you for taking my call. (Applicant’s name) is one of the final candidates for the position of (job title) at California State University, Fresno and has indicated you as a reference on their application. I have a few questions, so I will need approximately ten-fifteen minutes of your time.*

1. In what capacity have you known the applicant? And for how long?
2. What was the candidate’s title and dates of employment with your organization?
3. What are a few of the candidate’s strengths in the workplace?
4. What are the candidate’s areas for improvement in the workplace?
5. How would you describe (applicant’s name) leadership/management style? Was it effective?

1. Did the candidate do the following:
2. Hiring?
3. Establishing job duties?
4. Recommending pay increases?
5. Evaluating?
6. Disciplining/firing?
7. Supervising/managing in a union environment?
8. Is there anything else you would like to tell me about their work performance or behavior?
9. Would you rehire the candidate if given the opportunity?

*Thank you very much for talking with me about this candidate. I appreciate your time.*