

## Reference Checking

(Verify that the candidate's reference checking permission for **current employer** is checked on the Penn State employment application before starting the interview.)

**Name:** \_\_\_\_\_

**Reference Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Company Phone:** \_\_\_\_\_

**Dates of Employment: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

Please describe their key responsibilities.

Please describe their productivity, commitment to quality and customer service.

Tell me about their most important contributions to the achievement of your organization's strategic goals.

What are their most significant strengths?

What are their most significant weaknesses?

Describe their relationships with their coworkers, reporting staff (if applicable), and supervisors.

We are interested in them for the position (job title; brief description; competencies critical for success in our job). Do you think they might have the competencies critical for success in our job? Why or why not?

Talk about the attitude and outlook they brought to the workplace.

What is your overall assessment of this candidate?

Would you rehire this individual? Why or why not?

Are there additional comments you'd like to make? Is there anything that I may have missed?