



TCNJ Staff Employment Reference Check Form

Your Name _____ Date _____

Candidate's Name _____ Position Vacancy _____

Name and Job Title of Person Providing Reference _____

Knows Candidate in What Capacity _____

Sample Introduction: I wish to verify some of the information given to us by (applicant), who is being considered for employment at The College of New Jersey as a/an (position title).

What were the dates of his/her employment with your organization?

What was his/her job title and primary responsibilities when candidate started?

How would you describe the quality of the candidate's work?

How well did he/she respond to pressure (e.g. from high volume, deadlines, multiple tasks, public contact)?

How well did the candidate plan and organize his/her work, and were assignments completed in a timely fashion?



TCNJ Staff Employment Reference Check Form

What was the amount of supervision required for the candidate?

How well did the candidate get along with others (customers, co-workers, supervisors)?

How did the candidate respond to criticism/interpersonal conflict?

What are his/her strongest skills as an employee?

What areas of the candidate's performance needed improvement?

What was the reason for separation?

Would you rehire this candidate?



TCNJ Staff Employment Reference Check Form

If not, why not, and for what level of work would you rehire the candidate?

Specific Skills

In addition to the above questions, which address general performance areas common to most jobs, you may inquire about specific duties of this particular position may be should be included. For example, such questions might cover one or more of the following areas:

- Technical knowledge or skills
- Experience in the applicable professional field
- Lead/supervisory experience
- Budget/bookkeeping
- Fiscal management
- Computer applications (software, hardware, operating systems, etc.)
- Program/project development
- Writing
- Interpreting and applying rules and regulations

Please use this space for any additional questions you address:

Questions:

Responses: