

Student Employment Reference Check

REFERENCE CHECKS

Prior to making a job offer, we recommend conducting a reference check on each selected applicant. Reference checking assists you in determining an applicant's suitability for the position and allows you to discuss performance related to the position for which the applicant is being considered.

Complete reference checks even when you are required to request a background check. All questions should be related to the position you are hiring for and all references should be asked the same set of questions. It is illegal to ask questions of the person providing the reference that cannot legally be asked of applicants. For a list of illegal questions or tips for checking references, visit nau.edu/studentemployment.

Reference Check 1

Applicant's Name: _____ Position applying for: _____

Reference check completed by: _____ Date: _____

Organization/Person contacted for reference: _____

Phone Number: _____ Attempt 1 Attempt 2 Attempt 3

1. How long have you known the applicant and how do you know them?
2. Can you confirm the applicant's dates of employment with you/your company?
3. What were the responsibilities of the position the applicant had while working with you?
4. How would you describe the applicant's reliability?
5. Was it necessary for the applicant to handle multiple projects and deadlines and how the candidate perform? Please describe.
6. How do they work with difficult people? What is their conflict resolution style?
7. What are the applicant's key accomplishments or impact on the organization?
8. What area of development or improvement could the applicant focus on?
9. If the applicant could improve in some area, what would it be?
10. Would you hire or want to work with this individual again? Yes No (If No, Why?)
11. Why did they leave the position? And is this person eligible for rehire? Yes No
12. Is there anything additional you would like to share about the applicant?

Reference Check 2

Applicant's Name: _____ Position applying for: _____

Reference check completed by: _____ Date: _____

Organization/Person contacted for reference: _____

Phone Number: _____ Attempt 1 Attempt 2 Attempt 3

1. How long have you known the applicant and how do you know them?

2. Can you confirm the applicant's dates of employment with you/your company?

3. What were the responsibilities of the position the applicant had while working with you?

4. How would you describe the applicant's reliability?

5. Was it necessary for the applicant to handle multiple projects and deadlines and how the candidate perform? Please describe.

6. How do they work with difficult people? What is their conflict resolution style?

7. What are the applicant's key accomplishments or impact on the organization?

8. What area of development or improvement could the applicant focus on?

9. If the applicant could improve in some area, what would it be?

10. Would you hire or want to work with this individual again? Yes No (If No, Why?)

11. Why did they leave the position? And is this person eligible for rehire? Yes No

12. Is there anything additional you would like to share about the applicant?