

**K-State Student Union
REFERENCE CHECK FORM**

Applicant Name:

Date of Interview:

Reference Name & Title (if applicable):

Person Conducting Reference Check:

Briefly explain the position for which the applicant was interviewed for.

1. In what capacity do you know (applicant)?

2. Did you ever experience any disciplinary or performance problems with (applicant)?

3. How would you describe his/her ability to follow direction and take initiative?

4. Applicant's strengths:

5. Areas to improve:

6. How would you describe (applicant)'s interpersonal skills?

7. Describe how (applicant) prioritized their work when there were deadlines and interruptions.

8. Tell me about (applicant)'s organizational skills.

9. Would you rehire (applicant)?

10. Is there anything else you can tell me that will help with our decision to hire (applicant)?

11. Additional question:

12. Additional question:

13. Notes:

REFERENCE CHECKS - FAQs

Q. Why do I need to bother checking references?

A. Reference checks allow search committees to gather additional information about the applicant's knowledge, skills and abilities, and to verify the information provided by the applicant. The same discrimination laws that apply to interviews also apply to reference checks.

Q. Do I need to check references for all final applicants?

A. Yes. You should obtain several references for each final applicant and obtain these references consistently and thoroughly. Make sure to ask all references the same questions. Documentation is to be made and maintained on all reference checks.

Q. Can I do different background checks on each applicant?

A. No. All procedures must be applied consistently to all final applicants. Otherwise, you leave yourself defenseless to a discrimination claim.

Q. I've heard the term "negligent hiring." What does this mean?

A. Negligent hiring occurs when a prospective employer does not adequately check an applicant's background and/or references and hires that employee. You may be liable for negligent hiring if you fail to investigate an applicant's background thoroughly enough during the hiring process, and that employee ends up harming a co-worker, student, etc.

Q. What is the best method for contacting references?

A. The best method is to contact the reference by phone. Emailing the reference is the least preferable.

Q. With whom may I share reference information?

A. All reference information is confidential and should only be shared with those directly involved in the search process.

Q. What kinds of questions can I ask during the reference check?

A. You may ask the individual providing the reference any question that you can ask the applicant during an interview. In other words, the guidelines that apply to interviewing applicants also apply to reference checks. It is HIGHLY suggested to only ask questions that are found on page 1 of this form. It is best practice to utilize the same list of questions for all reference checks. Consistency is one of the best defenses against discrimination claims.

Q. Who can I contact for a reference check?

A. The most common sources are current or former employers. This also includes peers and others who know of the applicant's job performance.