

REFERENCE CHECK FORM

Candidate Name:	Reference Check Conducted By (Your Name):
Date of Contact:	Left Message ____ Call Back ____ Other ____
<u>Reference Provided By</u>	
Name:	Name of Company:
Title:	Contact Telephone Number:

Hello. This is (YOUR NAME) from SUNY Geneseo. I am calling in regards to (CANDIDATE'S NAME). They are being considered for the position of (POSITION) at the College and have listed you as someone who would be able to provide a reference.

1. Are you able to provide a reference for (CANDIDATE NAME)? Do you have time to answer a few questions? (*If they do not have time, ask when a better time would be)

2. How do you know the candidate (eg: were you there supervisor, co-worker, friend etc.)?

3. How long have you known the candidate?

4. Can you identify major strengths in their performance of work duties?

