

## Reference Check Form

Name of Applicant:

Reference Name:

Requisition Title:

Date of Reference:

Reference Telephone Number:

Requisition Number:

### I. Introductory Comments

Briefly cover the following before beginning discussion of the applicant:

- Your name
- Your UA College/Division
- Your reason for calling
- Your estimated timeframe for call

### II. Employment History

- Dates of employment:
- Job title:
- Duties and responsibilities:

### III. Required Reference Check Questions

1. How long have you known the candidate? ☐ less than one year ☐ 1 to 2 years ☐ 3 or more years
2. In what capacity are you acquainted with the candidate? ☐ supervisory ☐ co-worker ☐ other \_\_\_\_\_
3. To your knowledge, is this individual currently under investigation for any type of misconduct, including sexual misconduct, or has this individual ever been terminated for misconduct, resigned while being investigated for misconduct, or resigned because they were found to have committed misconduct? ☐ yes ☐ no
  - a. If yes, please explain. \_\_\_\_\_
  - b. Internal Note: If the answer is yes to #3, the UA supervisor conducting the reference check should contact HR Recruitment & Outreach before moving forward.
4. Would you rehire? ☐ yes ☐ no ☐ n/a (did not supervise or have hiring authority for this individual)

**Message to Selection/Hiring Committee:** Please review the UA Employment Reference Guiding Principles before conducting reference checks. Reference checks should be conducted by the direct supervisor whenever possible. References should only be collected for applicants who have been selected as finalists, and the same reference form should be utilized for all finalists. Additional questions may be added to the skills and abilities table (below), and those questions should be uniformly asked of the references for all finalists in the recruitment. Record all responses and save this and other documents pertaining to the recruitment for 3 years from the date of hire for the chosen finalist. If contacting the 3 provided professional references for a finalist is not possible, HR recommends asking the finalist to provide alternate contacts or updated contact information for references. If you receive information regarding a finalist that creates concern and need guidance on how to move forward, please immediately reach out to the HR Recruitment & Outreach team.

#### IV. Skills and Abilities

Record the reference's responses to each question below. If using the optional department questions below, please make sure they are job related and consistently applied for all finalists' reference checks within the recruitment.

Skills and Abilities Questions
Interpersonal Skills - Describe their interpersonal skills with respect to customer-orientation, collaborating with individuals of varied backgrounds, and dealing with difficult people. <b>Response:</b>
Communication - Describe their ability to communicate in-person and through email or phone. <b>Response:</b>
Work Product Quality - Describe their ability to produce work that meets expectations and reflects a high level of quality. <b>Response:</b>
Willingness to Learn - Describe their ability to take on new or unfamiliar tasks, participate in training and/or learning opportunities. <b>Response:</b>
Open to Feedback - Describe their ability to accept feedback and use it to improve their work or relationships. <b>Response:</b>
Builds Relationships - Describe their ability to build positive relationships with colleagues, management and organizational partners. <b>Response:</b>

Meets Deadlines - Describe their ability to prioritize work and handle conflicting deadlines or competing demands.

**Response:**

Problem Solving - Describe their ability to solve problems, brainstorm solutions, and optimize less than ideal situations.

**Response:**

Optional Department Question:

**Response:**

Optional Department Question:

**Response:**

Optional Department Question:

**Response:**

#### **V. Final Question**

1. Is there anything else you would like to add that is important for me to know or that you would have liked to have known before hiring this individual?