



## REFERENCE CHECK FORM

This form is used by Worcester Polytechnic Institute (WPI) to obtain information about applicants for a specific position. On the employment application, the applicant authorizes WPI to obtain information on the applicant's job qualifications and releases WPI and any other individuals who provide such information from liability of doing so as long as it is done in good faith and without malice. **Any reference information is considered confidential to WPI and will not ordinarily be released to the applicant.**

**Instructions:** Identify yourself, your institution, your reason for calling and the position for which the candidate has applied. If necessary, briefly describe the duties and responsibilities of the position the candidate is seeking.

### CANDIDATE INFORMATION

Candidate Name:

Position Applying For:

WPI Department:

### REFERENCE CONTACTED

Name of Reference Contacted:

Position Title of Reference:

Employer / Organization:

Contact Information: **Email:**

**Phone Number:**

### POSITION HELD INFORMATION

Position Title Held by Candidate:

Employer/Organization:

Dates of Employment: **From:**

**To:**

Describe the nature of your relationship you have with candidate: Did you supervise the candidate?

## REFERENCE QUESTIONS

1. Can you comment on the candidate in the following areas:

<b>Attendance/Punctuality:</b>	
<b>Reliability:</b>	
<b>Professionalism (Customer Service, Relationship Building)</b>	
<b>Communication:</b>	
<b>Knowledge of Job Duties:</b>	
<b>Quality of Work (Accuracy, Detail-oriented)</b>	

2. How do they respond to work pressures, deadlines, and/or stressful situations?
3. How comfortable and adaptable are they with change and shifting priorities?
4. Can you comment on their ability to work with others and their ability to collaborate?
5. What do you feel is the best way to manage candidate?

6. What are the candidate's strengths? Please provide examples.
7. What are the areas in which the candidate needed improvement? Please provide examples.
8. Have you had any concerns about their performance?

## MANAGEMENT CAPABILITIES (IF APPLICABLE)

1. Did you observe their management style? If so, please comment on the effectiveness of this style with their direct staff.
2. Is or was the candidate a clear and transparent communicator in their management role? Why or why not?
3. How are they at identifying and solving business challenges? Can you give me an example of a problem and how it was solved?

## ADDITIONAL FEEDBACK

1. Would you rehire this person?

☐ Yes

☐ No

2. Are there any other comments you would like to make about the candidate's performance that we have not discussed already?

## REFERENCE CHECK

Conducted By:

Reference Check Date:

*Please upload completed references on the candidate's profile in the **Attachments** section under **Other Documents** in Workday before advancing to offer stage.*