**Reference Check Form**

VCU requires two reference checks related to the candidate's professional career. It is strongly encouraged that one of those references be with a current or recent supervisor, although it is not required for external candidates. Please note, policy requires a current supervisory reference for internal candidates only. Candidates must be notified in advance that references will be contacted. Additional reference check questions can be found at [InsideHR Checking References](https://insidehr.vcu.edu/guidelines/employment/university-and-academic-professionals/check-references/).

Conducting references by phone is recommended as written responses rarely uncover negative factors. Best practice is to introduce yourself, the reason for the call and a brief overview of the position the candidate is being considered for. If you have questions about the reference process, please contact your [department's HR Professional](https://hr.vcu.edu/about/contact/hr-departments-and-staff-listing/).

**Name of candidate:**

**Employer contacted:**

**Name, Title & Telephone Number of individual providing the reference:**

**Candidate’s working title(s) during employment:**

**Dates of employment:** From: To:

1. Are you the current supervisor of the selected candidate? Yes No

\**If not, please explain your relationship to the candidate:*

1. Please briefly describe the job duties of the position held by the selected candidate:
2. What was it like to work with this candidate? Can you share their greatest strengths?
3. In your opinion, what skills would the candidate need to strengthen for them to reach their fullest potential?
4. Based on past observations, does the candidate treat others with civility, professionalism and respect?
5. Please rate the candidate in the following areas:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Above average** | **Average** | **Below average** | **Unsatisfactory** |
| **Job Knowledge/ Skill**  **quality in current role:** |  |  |  |  |  |
| **Ability to follow directions:** |  |  |  |  |  |
| **Working Relationships:** |  |  |  |  |  |
| **Communication Skills:** |  |  |  |  |  |
| **Reliability & Dependability:** |  |  |  |  |  |

*Please contact your department’s HRP for any ratings of Below Average & Unsatisfactory.*

1. If given the opportunity to work with this candidate again, would you?

*\*If not, please elaborate:*

1. Anything additional you would like to share about this candidate?

***Internal VCU candidates only:*** *Please contact Employee Relations on rehires and internal transfers for access to any disciplinary action on file, previous evaluations and to confirm eligibility for rehire.*

* What is the candidate’s last performance rating?
  + Exceptional
  + Advanced
  + Successful
  + Developing
  + Needs Improvement
  + Below
* Does this employee have any active performance concerns we should be aware of?

Reference Check Conducted by: Date: