



REFERENCE CHECK

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](#).

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](#).

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 with the candidate:*

2. Please briefly describe the job duties of the position held by the selected candidate:

3. What was it like to work with this candidate? Can you share their greatest strengths?

4. In your opinion, what skills would the candidate need to strengthen for them to reach their fullest potential?



5. Based on past observations, can you share with me the impact the candidate has had on fostering diversity and inclusion?

6. What type of work environment do you think the candidate would be most likely to thrive in, and why?

7. Please rate the candidate in the following areas:

	Excellent	Above Average	Average	Below Average	Unsatisfactory
Job Knowledge/ Skill Quality in current role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to follow directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills <i>Verbal & Listening</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability & Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Please contact your [department's HRP](#) for any ratings of *Below Average & Unsatisfactory*.

8. If given the opportunity to work with this candidate again, would you? ☐ Yes ☐ No
**If not, please elaborate:*

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

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

- What is the candidate's last performance rating?
- Does this employee have any active performance concerns we should be aware of?

Reference Check Conducted By: _____ Date: _____