

Hampshire College Employee Reference Check Form

Name of Candidate: _____ Position: _____

Name/ Title of Employee Conducting Reference Check? _____

Reference

Name: _____ Date Contacted: _____

1. How do you know the applicant?

2. Please describe this individual's performance and strengths.

3. Everyone has strengths and weaknesses, what are this candidate's areas of growth?

4. Would you rehire this individual or recommend this candidate for the position? Why?

5. Is there anything else I haven't asked about this candidate that would be important for me to know? _____
