

**Vancouver Island University
Telephone Reference Check
Admin & Support Staff**

Candidate: _____ **Date:** _____ **Time:** _____

Position Applied for: _____
(Summarize responsibilities for Referee)

Referee's Name: _____ **Title:** _____

Institution or Company Name: _____

Referee's Work Relationship to Candidate: _____
(Ensure Referees includes individuals with supervisory responsibility for the candidate)

Prior to commencement of reference check, it is essential to ask the referee the following questions:

- a) The questionnaire will entail 15 to 20 minutes, is now a convenient time to proceed?
Yes No
- b) Are you providing this information with the understanding that you are doing so in explicit confidence? Yes No

Please be aware that, under the Freedom of Information/Protection of Privacy Act, there may be circumstances where your reference information may be released to the employee, either in summary form or in its entirety by order of the Information & Privacy Commissioner.

1. Confirm dates of candidate's employment with institution/company:

From: _____ To: _____ F/T P/T

2. a) Employed in what capacities? _____

b) What was position title before leaving? _____

c) What are/were the primary responsibilities? _____

d) Quality of Work:
Superior Average Marginal * Needs Improvement *

* Please specify concerns: _____

e) How well did he/she meet your requirements? _____

f) How would you describe the ability to work in pressure situations with heavy workload? _____

g) How would you describe the ability to work in chaotic situations? _____

3. a) How much direction or support was required? _____

b) Under what circumstances was direction required? _____

4. a) Rate interpersonal skills

Superior Average Marginal * Needs Improvement *

*Please specify reasons for rating: _____

b) How has creative ability in problem solving been evidenced? _____

c) How practical are candidate's ideas? _____

d) How well does he/she follow through on projects? _____

5. Can you describe briefly an assignment that will show his/her skill level? _____

6. How extensive is his/her knowledge of word processing? _____

7. How well does he/she organize workload? _____

8. a) How does candidate react to pressure? _____

b) To guidance? _____

c) How well does he/she handle conflict? _____

d) How well does he/she deal with confrontations? _____

9. Why did he/she leave your employ? _____

10. Would you rehire? Yes No

If No, why not? _____

11 What type of situation do you think is best for this individual?

Supervised

Independent Work

12 a) What are the candidates strong points? _____

b) Weak Points? _____

16 Any additional comments regarding the candidate

Name of person conducting reference check: _____

Signature

Date