

**Vancouver Island University
Telephone Reference Check
Faculty**

Candidate: _____ **Date:** _____

Position Applied for: _____
(Summarize for Referee's information)

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

Institution or Company Name: _____

Referee's Work Relationship to Candidate: _____
(Ensure Referee includes individual 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 capacity? _____

b) What are/were the primary responsibilities? _____

c) Quality of Work:
Superior Average Needs Improvement

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

3. a) How extensive is candidate's discipline expertise? _____

b) Can you speak to the currency of the candidate's experience? _____

c) What knowledge do you have concerning the candidate's professional development in respect of:
▪ Research? _____

▪ Other scholarly activity? _____

4. How well does he/she organize and present ideas? _____

5. Did/does candidate supervise others? Yes How Many? _____ No

6. What was candidate's approach to the supervision of others? (*if applicable*) _____

7. Rate interpersonal skills:

a) with students: Superior Average Needs Improvement

b) with administrators: Superior Average Needs Improvement

c) with other faculty and staff: Superior Average Needs Improvement

8. a) How has creative ability in problem solving been evidenced? _____

b) How practical are candidate's ideas? _____

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

d) How receptive is he/she to others' ideas? _____

9. Can you describe briefly an assignment that will show his/her level of capability? _____

10. 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? _____

11. a) What are the candidate's outstanding strong points? _____

b) Weak points? _____

12. Are you aware of any professional complaints of misconduct, including complaints of harassment or discrimination against him or her that were found to be true or were upheld?

Yes No

If Yes, what was the nature of the issue(s) involved? Date(s): _____

What was the resolution and was there any disciplinary action involved?

13. Why did he/she leave your employ? (if applicable) _____

14. Would you rehire? Yes No

If No, why not? _____

15. Any additional comments regarding _____?

Name of person conducting reference check: _____

Signature

Date