

REFERENCE CHECK FORM (HR; revised 11/23/11)

INSTRUCTIONS: This form is used by hiring supervisors to document reference check questions and record responses. Complete one of these forms for each reference you check. You must conduct a reference check on at least the final applicant (the applicant you select). If applicable, use the scoring key below to score each response and calculate a "Total Reference Check Score." The completed "Reference Check Form" for each reference check you conduct (with your questions and reference's responses) must be submitted to the Employment Office at the end of the process when a selection is made.

MAKING THE CALL: *"Thank you for taking my call. <Applicant Name> is a finalist for the position of <Job Title> at Texas A&M International University and has indicated you as a reference. May I ask you some questions about <Applicant Name>?"*

RESOURCES FOR HIRING SUPERVISORS: Tips about checking references and appropriate reference check questions are available on the HR Employment webpage under "Resources for Hiring Supervisors."

IMPORTANT: All of the following identifying information is REQUIRED to be completed.

Applicant's Full Name:	Job Vacancy Notice #:
Reference's/Company Name:	Reference's Phone #:
Date Conducted:	Conducted By:
Scoring Key: 5 = Outstanding 4 = Excellent 3 = Good 2 = Fair 1 = Poor 0 = No Answer	

	Score (if applicable)
1. (Enter your question and record reference's response.)	
2. (Enter your question and record reference's response.)	
3. (Enter your question and record reference's response.)	
4. (Enter your question and record reference's response.)	
5. (Enter your question and record reference's response.)	
6. (Enter your question and record reference's response.)	
7. (Enter your question and record reference's response.)	
Total Reference Check Score:	