***PSS REFERENCE CHECK FORMAT***

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| --- | --- |
| **Candidate’s Name** | **Date and Time** |
| **Name of Reference** | **Reference’s Phone Number** |
| **Person Collecting Reference Information** | **Posting ID** |

***When calling for employment references, begin with something similar to the following dialogue:***

*My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am a (working title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at UC Merced. We are considering (candidate name) as a (working title) . You have been listed as a reference and (candidate name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has given us permission to contact you. Are you available to answer a few job-related questions\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?*

***IF YES, CONTINUE***

1. How long have you known (him/her)?

How long have you worked with him/her?

2. Were you a supervisor, manager, peer, customer (other)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. How would you describe (candidates) reliability/dependability?

5. How would you describe (candidate) overall performance?

6. How would you describe (candidates) customer service skills?

7. What would you consider to be (candidates) strengths or what did they do well?

8. What would you consider to be (candidates) areas of opportunity to improve?

9. If you had a position open, would you consider hiring (candidate)? Why or why not?

10. Is there anything additional you would like to add?

*Thank the reference for their time and information in our recruitment effort and close the interview. This documentation must be saved in the Recruitment File for compliance purposes.*