SJSU | PEOPLE AND CULTURE

REFERENCE AND BACKGROUND CHECK GUIDELINES

The format and questions below provide a sample to follow when checking references on the finalist(s). If you have a preferred format, please feel free to use it, but remember that the questions must not cross into areas that are protected by federal law, nor should they be unrelated to knowledge, skills, abilities, and experience related to performing the job. In addition, the appropriate administrator must disregard any comments relating to ethnic background, age, disability, and/or any protected characteristic.

Name of Applicant	Position
Name of Reference	Phone #
Relationship of Reference to Applicant	

1.	(Applicant) states that he/she was employed with your company or university as a: Is that correct?	☐ Yes	☐ No
2.	For what work was he/she responsible?		
3.	If a manager or supervisor, how many employees did he/she supervise?		
4.	Describe his/her attitude about work and talk about the working relationship he/she had with employees and his/her supervisor.		
5.	Would you hire him/her again if you had the opportunity? Why?	☐ Yes	☐ No
6.	How would you rate the quality of his/her work?		
7.	Tell me about some areas where he/she performed especially well?		
8.	Were there failures to keep commitments?		
9.	What, in your view, were areas or skills that needed improvement?		
10.	What kind of work environment do you think he/she would find especially supportive?		
11.	Would you recommend him/her for a position of:	☐ Yes	☐ No
12.	Do you believe that he/she would work well in an environment that: (Describe the university philosophy, job responsibilities, the boss, and the work conditions.)	☐ Yes	☐ No
13.	Is there anything else that I should know about this applicant?		

Completed By:

Please Print

Date