



# Department of Education

## Students Channel – Immediate Office

### Students Channel Professional References Verification

#### General Format

1. Introduce yourself and the organization that *candidate's name* is applying for
2. Explain that the candidate has listed he/she as a reference
3. Ask if the individual has a few minutes to discuss their relationship with the candidate

- What position did the candidate hold in the organization?
- How long as the candidate employed at the organization?
- What was the candidate's salary?
- What duties was the candidate responsible for within the organization?
- Did the candidate perform any tasks outside of their responsible work?
- How long have you known the candidate?
- What was your relationship to the candidate?
- What was the reason(s) the candidate left the organization?
- Would *candidate's name* be eligible for re-employment?
- If not, why?
- Overall, how would you assess the candidate's overall:

*Job Performance*

Outstanding	Satisfactory	Unsatisfactory
-------------	--------------	----------------

*Dependability*

Outstanding	Satisfactory	Unsatisfactory
-------------	--------------	----------------

- Overall, how would you assess the candidate's overall:

*Interpersonal Relationships*

Excellent	Very Good	Good	Fair	Poor
-----------	-----------	------	------	------

*Quality of Work*

Excellent	Very Good	Good	Fair	Poor
-----------	-----------	------	------	------

*Management Skills*

Excellent	Very Good	Good	Fair	Poor
-----------	-----------	------	------	------

*Integrity*

Excellent	Very Good	Good	Fair	Poor
-----------	-----------	------	------	------

*Communication Skills*

Excellent	Very Good	Good	Fair	Poor
-----------	-----------	------	------	------

*Attendance*

Excellent	Very Good	Good	Fair	Poor
-----------	-----------	------	------	------

- Has the candidate received any significant awards, certificates, special recognition?
- Can you offer any opinion as to whether or not this person would be a good candidate for the position?
- Do you have any remarks?

4. Thank the individual for his/her time.