Potential Questions for a Candidate’s Reference Person

These questions may be selectively asked during a phone interview or emailed to a reference point with the suggested verbiage. Words in all caps should be replaced. Questions can be added or subtracted as they apply to a given position.

Email verbiage:

Good afternoon,

The above-named individual has been identified as a finalist for a TITLE OF POSITION position at Red Rocks Community College. The College checks references as part of the employment process and this individual has listed you as a potential reference on their behalf.

Please take a few moments to answer the following questions regarding this candidate’s professional skills and abilities. To complete and submit, simply reply to this message. If possible, we would like to receive responses by end of day on ENTER DATE. Thank you, in advance, for your time and assistance.

Nature of work: POSITION SUMMARY

**Reference Questions –**

* How long, and in what capacity did you work with the candidate -

* Please add any comments on the following –

* Work-related areas for improvement:
* Work-related strengths:

Please rate the following questions from 1 – 5, with 5 being the highest.

**Professionalism**:

1.     Demonstrates dependability (e.g. reports consistently, and on time for work, appointments, and meetings) \_\_\_\_\_

2.     Works in a disciplined and organized way to complete tasks in a timely manner \_\_\_\_\_

3.     Has an attention to detail, making sure all work is thorough and accurate \_\_\_\_\_

4.     Contributes to the work of the department/college. Meets commitments and completes tasks in a timely manner \_\_\_\_\_

5.     Consistently meets or exceeds goals and expectations \_\_\_\_\_

6.     Facilitates efficient and professional interactions with internal and external students and colleagues \_\_\_\_\_

7.     Develops and communicates program/classroom policy to staff and students \_\_\_\_\_

**Interpersonal Skills:**

1.     Listens carefully to others, taking time to understand and ask appropriate questions, without interrupting \_\_\_\_\_

2.     Builds, and maintains, strong, positive, working relationships with managers, students, and other coworkers \_\_\_\_\_

3.     Communicates with managers and any other relevant employees to fully understand expectations of assigned work \_\_\_\_\_

4.     Conveys information, ideas, and data clearly, and concisely, so that others can understand \_\_\_\_\_

5.     Ability to lead teams \_\_\_\_\_

**Problem Solving & Adaptability:**

1.     Prepares, executes, and manages projects effectively \_\_\_\_\_

2.     Makes decisions, and solves problems using sound reasoning, and judgements \_\_\_\_\_

3.     Remains flexible, and adaptive to variety on the job (e.g. effectively handling unexpected situations, demanding stakeholders, and changing conditions) \_\_\_\_\_

4.     Knows when to escalate issues to management in order to ensure prompt resolutions to problems \_\_\_\_\_

5.     Ability to learn complex data systems \_\_\_\_\_