

UNT SYSTEM™

Human Resources

Executive (Director and Above) Reference Check Guidelines

1. Professional references should be phone calls with a former supervisor or co-worker. At minimum, there should be two references checked for external candidates (one of which must be a former supervisor). The current supervisor must be contacted for internal candidates only after the candidate notifies their supervisor of intent to transfer. For rehires, the prior manager must be contacted. Letters of reference or personal references are not considered a reference check.
2. If necessary, the reference form can be emailed.
3. Reference checks should not be conducted until the interview process is complete.
4. The hiring manager should conduct the reference checks themselves.
5. Personal questions should not be asked during reference checks.
6. This completed reference check form must be uploaded to the Hiring Proposal in PeopleAdmin.

For additional assistance, please contact HREmployment@untsystem.edu

EXECUTIVE REFERENCE CHECK FORM

Position: _____

Candidate name: _____ Date: _____

Reference name: _____ Reference phone number: _____

Reference email address: _____

Reference company name: _____

Person Checking Reference: _____

What was your relationship to the candidate? How long did you work with them?	
How would you describe their ability to manage up, down and across the organization?	
Describe their communication style and how effective was it with their team.	
Describe their ability to be tactical without micromanaging.	
Describe their strategic capabilities.	

<p>What was their greatest accomplishment?</p>	
<p>Please describe a time when the candidate faced adversity in their role. How did they overcome this?</p>	
<p>With regard to development, tell me what they did to cultivate potential leaders on their team.</p>	
<p>Is there anything else you would like to share about them?</p>	