

UNT SYSTEM™

Human Resources

Non-Student Hourly 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

NON-STUDENT HOURLY 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?	
What were their job duties or type of work that they performed?	
How do they respond in stressful situations or in times they are under pressure?	

Please rank the candidate from 1-5 (with 5 being best) based on the following areas: (Circle or Highlight One)

Quality of Work	1	2	3	4	5	N/A
Dependability	1	2	3	4	5	N/A
Responsive to Supervision	1	2	3	4	5	N/A
Willingness to Assume Responsibility	1	2	3	4	5	N/A
Ability to Follow Instructions	1	2	3	4	5	N/A
Worked Well with Others	1	2	3	4	5	N/A

Is there anything else you would like to share about the candidate?	
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