UNT SYSTEM™
Human Resources

Staff (Manager and Below)
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 must 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

STAFF 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 this candidate's job title/duties with your organization?	
How would you describe their communication style?	
Compared with others you have worked with or supervised; how would you rate their self-motivation?	
How well do they prioritize their workload and use effective time management?	
What do you consider to be their key strengths? Conversely, what would you consider to be their areas of improvement?	

Describe their ability to work with their peers.	
Please describe the candidate's leadership abilities.	
Is there anything else you would like to share about the candidate?	