

**Reference Check Form**

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| Candidate’s Name: | Date of Reference: |
| Name of Reference: | Relationship to Candidate: |
| Reference Taken By: | Refused Reference? Yes No |

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| Suggested Reference Script:*(Candidate Name) has applied to the University of Houston’s (Position). He/she stated that he/she was in your employ as a/an (Position) from (Employment Dates). He/she has given us permission to contact you, regarding his/her work. Do you have a few moments now to speak with me?* |

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| **Question**  | **Response** |
| How long did you and **candidate** work together? |  |
| What do you consider to be **candidate**’s greatest strengths? |  |
| In what areas does **candidate** need additional coaching or mentoring? |  |
| How would you describe **candidate’s** approach to her work? |  |
| We are considering **candidate** for a **position** role. What value do you believe he/she will bring to that role? |  |
| What is something that you learned from **candidate?** |  |
| -How would you describe **candidate’s** leadership skills? |  |
| Have you had an opportunity to observe **candidate** handle a difficult situation? How was it handled? |  |
| What else should we know about **candidate?** |  |

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| **Other specific questions** | **Response** |
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