

Resource 7-1: Conducting a Reference Check Checklist

Reference checks are a valuable part of the hiring process. They allow the hiring unit to confirm and verify general information such as dates of employment, position title, and type of work performed. In addition, they can provide valuable insight on the candidate's skills and knowledge as well as confirm interviewers' initial assessments of strengths and weaknesses. Obtaining this information can help validate a committee's final recommendations.

Reference Checklist

- Determine at which point in the search reference checks will be conducted, who will conduct reference checks, and how many references will be contacted for each candidate.
- Determine which references will be contacted for a specific candidate.
- If the Reference Check Functionality has been enabled in IES, determine whether follow-up calls will be made to those who already submitted reference letters.
- Ensure job-related questions have been developed if performing reference checks outside of the UK Jobs system.
- Ensure reference checks are conducted at a time that is convenient for both the person conducting them and the person giving the reference.

Sample Reference Check Questions

- 1) Describe a time this person engaged students, particularly in a course for non-majors.
- 2) Describe this individual's style of teaching and interacting with students.
- 3) Describe the steps this person has taken to help ensure management and other leaders understand the value of the group or department.
- 4) Describe a time this person promoted collaboration and cooperation among their colleagues.
- 5) What steps has this person taken to stay abreast of emerging trends in your field of expertise? How has this benefited your department?
- 6) What innovations has this person brought to the teaching of (insert area of research/discipline)?
- 7) Describe how this person's research is innovative and how it has contributed to your institution.
- 8) Describe some areas you have suggested could use further development with this person. What steps has he/she taken to develop these areas?
- 9) Describe how this person has fostered the importance of diversity in teaching. In particular, how has he/she fostered multicultural skills in the classroom or research environment?