

Reference Check Template

Dear **Reference Provider Name**,

Candidate Name is a finalist for a/an **Position Title** position at the University of West Florida and has listed you as a professional reference. Please take a few moments to provide the following information. This information will be used to ensure the university hires the most qualified candidate. If unable to provide some of the requested information, please indicate that you are unable to provide. If there is someone else to which this request should be directed, please advise.

Today's date:

Reference provider name and title:

Reference provider relationship to candidate (coworker, supervisor, etc.):

Employer name, city, & state:

Position title(s) held by the candidate:

Candidate's date(s) of employment:

Candidate's job duties and responsibilities:

Describe the candidate's skills for the job:

How would you describe the candidate as a colleague, including their interpersonal skills:

What research or grants are you aware of with which they have been most recently involved?

What are your perceptions of this person as an instructor in the (area) classroom? Give examples of the course taught.

How well does this person interact and relate to undergraduate and graduate students?

How well does this person interact and relate to staff and / or administrators?

Describe the candidate's strengths:

Describe the candidate's weaknesses:

What was the candidate's reason for leaving employment?

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If given the opportunity, would you rehire this candidate?

Feel free to provide any additional comments related to the candidates work:

Thank you for your time and attention to this request. Please provide your response by **Day, Date/Time**.

Kind regards,

Your Signature

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