

Reference Check Guide

References can provide meaningful insight into a candidate's ability to perform a job successfully. The Committee can obtain candid insights that are difficult to learn from a resume or the interview process. Gathering information from a reference check is primarily about asking the right questions.

Using the Tool

1. Determine who will conduct the reference checks
2. Contact 3 references the candidate has provided
3. Contact LSC members or members of the candidate's former school
4. List the name, current position, and the nature and length of the relationship with the Candidate
5. Record the notes from each question to be shared with the Committee

Communication

Provided References

- Contact each reference for candidates that are recommended as finalists
- Use the Reference Check Tool to help guide the interactions with references
- *LSC/Former Colleague References*
- Contact 1-3 references from outside sources
- Use the Reference Check Tool to help guide the interactions with references

Best Practices

- Understand the different dynamics that might be in play when contacting each type of reference from those provided by the Candidate to former colleagues and LSC members
- Inform each reference that their responses will be kept confidential
- Inform the reference that the Committee is seeking to understand more about the Candidates strengths, weaknesses, and working style

Reference Check Tool

Candidate: _____ Current Position: _____

Reference Name: _____ Current Position: _____

Nature and length of relationship to Candidate: _____

1. *How long and in what capacity have you known the individual?*
2. *Why did the person leave the position/organization?*
3. *Please describe the person's role working for/with you and their biggest accomplishment.*
4. *(Explain one of the school's priority needs and then ask the referrer the following questions):
How well could the candidate help the school meet that need and in what ways? What difficulties would the candidate have in meeting the need?*
5. *What motivates the person?*
5. *What advice do you have about working with this person?*
6. *Describe their work and communication style and how they interact with, manage and develop others.*
7. *Based on past performance and performance reviews, what suggestions do you have for their future manager?*
8. *Given the opportunity, would you hire the person again? What would be the ideal position for him/her?*