



HUMAN RESOURCES
JAMES MADISON UNIVERSITY.

The Reference Check Form below may be used as a guide and can be modified to meet your particular needs. Please note that you do not need to ask all questions listed and some questions may not be relevant to your vacant position. Below are guidelines you should follow, when conducting telephone reference checks:

- Give candidates advance notice that you will be contacting their references.
- Introduce yourself and the purpose for your call to the reference.
- Confirm that it is a good time for the reference to speak with you.
- Briefly describe the position for which the candidate has applied.
- Confirm the relationship between the reference and the candidate.
- Be consistent! Be sure to ask each reference the same questions.



Instructional Faculty Reference Check Form

Candidate's Name:	
Candidate's Title:	
Reference's Name:	
Reference's Title:	
Reference's Phone Number:	
Organization / Company:	
Relationship with Candidate:	
Candidate Employment Dates:	
Name of JMU employee completing reference check:	
Date Reference Check Completed:	

1. Please describe the candidate's teaching abilities.

2. What are your perceptions of the candidate as an instructor in the classroom? Please give an example of courses taught by the candidate.

3. Please describe the candidate's scholarly work and/or noteworthy accomplishments.

4. What research or grants are you aware of with which the candidate has been most recently involved?

5. How well does the candidate interact with and relate to undergraduate and graduate students?
6. Please describe how the candidate has encouraged the idea of diversity in their classroom?
7. Please describe the impact the candidate has had on fostering multiculturalism and supporting diversity through activities in his/her current institution.
8. Would you rehire this candidate? **YES** or **NO**
 - a. If no, please explain.
9. Is there anything else related to the candidate's job performance that you would like to share?