# REFERENCE CHECK

# *(Non-Manager Candidate)*

**Reference Check Conducted by:** *Name of MSU employee, Title*

**Candidate Name:**

**Reference Name**:

**Reference Title/Organization:**

**Reference Current Title/Organization:**

**Phone #:**

**Email:**

*\*Note – Reference the candidate by name wherever “candidate” is stated.*

**Relationship to the candidate *(where did they work together/candidate’s position at time)*:**

**How long have you known the candidate?**

**What were the candidate’s responsibilities while working with you?**

**Describe the candidate’s work ethic**:

**Describe the candidate’s ability to communicate and relate with others internally and externally.**

**Describe the candidate’s partnership style. How was the candidate perceived by others (cross-functional partners, faculty, etc.) in the institution/organization?**

**Describe a time the candidate showed initiative.**

**Describe the candidate’s ability to organize, prioritize and manage time.**

**What are the candidate’s three strongest qualities?**

**What is/was an area that could use some development? OR If you had to come up with a professional challenge for the candidate what would that be?**

**In your opinion, what type of position is best suited for the candidate?**

**Additional comments:**