

Candidate Reference Form: [Finalist Name]

[Position Title], University of Missouri-St. Louis

Reference Name	
Current Role/Employer	
Phone Number	
Email Address	
Relationship to Candidate	

Q1: Give an overview of the role and let them react

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Q2: Please describe your working relationship (clarify reporting line if applicable)

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Q3: Please share your perceived strengths of candidate

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Q4: Please share your perceived weaknesses / learning areas of candidate

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Q5: Would you hire the job candidate again? (If applicable) or
Would you hire the job candidate for a role like this?

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Q6: Is there anything I should know about the candidate that was not addressed so far?

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General comments / remarks:

Other questions that might be helpful to get more insights:

- Tell me what it's like to work with the job candidate.
- What advice can you give me to successfully manage the job candidate?
- Who else should I speak to about the candidate that can provide different insight?

Note: You are not required to ask all of the questions above. However, please be consistent in your questioning across all candidates (e.g., if you ask about perceived weaknesses of one candidate, you should ask about perceived weaknesses of another candidate). Additional resources for reference checking can be found in the [UM System Search Committee Toolkit](#).