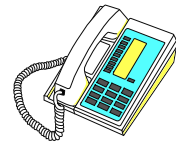




# Solano Community College



CANDIDATE'S NAME: \_\_\_\_\_

Reference check by: \_\_\_\_\_

Date: \_\_\_\_\_

**PART I - REFERENCE RELEASE**

**BEFORE YOU BEGIN CHECKING REFERENCES, YOU MUST REVIEW THE REFERENCE RELEASE SECTION IN THE EMPLOYMENT APPLICATION FOR AUTHORIZATION. NOTE CONTACT TO APPLICANT, IF APPLICABLE.**

**PART II - TELEPHONE REFERENCE WITH CURRENT/FORMER SUPERVISORS**

Instructions: Complete all information; ask all questions; if you could not make contact with reference, indicate below and return documentation with recommendation.

Contact's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Phone: \_\_\_\_\_

Attempted contacts (dates): \_\_\_\_\_

Could not be reached

Confirm supervisor status: Current supervisor

Former supervisor

Supervise how long? \_\_\_\_\_

**CONFIRMATION OF EMPLOYMENT:**

Position: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**REFERENCE QUESTIONS (Responses to be typewritten or legibly printed; elaborate on responses.):**

1. Describe the nature of the candidate's duties and responsibilities. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please identify strengths of the candidate. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How would you rank the candidate's problem-solving abilities (i.e., ability to find new approaches to old problems, being creative in those approaches and making sound and logical decisions)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How well does the candidate work with others (i.e., colleagues, management, staff, students)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Please describe how well the candidate participates in department activities and/or group projects?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Does/Did the candidate meet job commitments? (i.e., job responsibilities, timeliness) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Are/Were there any areas of the candidate's work which needs/needed improvement?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Would you rehire the candidate? \_\_\_\_\_

9. Is there anything else you would like to say about the candidate? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART III - GENERAL QUESTIONS FOLLOW-UP**

(to be completed by the Personnel Office)

*Instructions: Review the general questions in the application to confirm responses and follow-up if applicable. All questions must include a response.*

	<u>Yes</u>	<u>No</u>	<u>NA</u>	<u>Explanation</u>
1. Legal right to work in the U.S.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Willing to sign the loyalty oath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Credential suspended or revoked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Conviction of a criminal offense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pending criminal offense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Dismissed from employment for misconduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Follow-up: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_