



West Valley-Mission Community College District Management Reference Check



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? _____

Position Held: _____

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). Please provide an example.

4. How would you describe his / her management style?

5. How would you describe his / her ability to develop and monitor a budget to expend funds and maintain a balanced budget?

6. On a scale of 1-10, how would you rate his / her organizational skills (getting things done in an organized and timely manner)?

7. How would you describe his / her interpersonal skills (developing and maintaining cooperative, collegial working relationships)?

8. Have you seen any evidence of his / her becoming defensive or argumentative? If yes, please explain.

9. Have you had the opportunity to observe him / her as a speaker or presenter? How would you note his/her ability to present either the view of his / her constituency or personal points of view?

10. What can you tell me about the candidate's interest and ability to foster racial, socioeconomic, gender and cultural diversity within an academic environment?

11. What can you tell me about his / her interest and ability to foster sensitivity for disabled students and staff?

12. What demonstrated evidence can you report that would confirm his / her ability in working within a shared governance environment effectively? Is he / she open to others perspectives and ideas?

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

14. Would you rehire the candidate?
