



North Carolina Agricultural and Technical State University
Reference Check Form

Position Applied _____

School/College/Department _____

Name/Title of Reference _____

Organization/Phone Number _____

_____ has applied for a position with us. S/he has listed you as a professional reference. We have a series of questions to ask you that would provide insight to this applicant. Please be specific in your responses.

Position Held _____ from _____ to _____

1. ***Insert Question 1 here***

Weighting Factor 1 to 3 (3 highest)	Judgment factor			Total Points
	Strong	Average	Weak	

Comments:

2. ***Insert Question 2 here***

Weighting Factor 1 to 3 (3 highest)	Judgment factor			Total Points
	Strong	Average	Weak	

Comments:

3. *Insert Question 3 here:* _____

Weighting Factor 1 to 3 (3 highest)	Judgment factor			Total Points
	Strong	Average	Weak	

Comments:

NOTE: Please refer to *Sample Interview Questions EHRA Faculty* , when selecting reference questions, if needed. You may also add additional questions as related to the candidate’s position and abilities to meet the requirements of the position.

Person(s) conducting reference check:

Name print

Date

Signature

Date

Name print

Date

Signature

Date