



North Carolina Agricultural and Technical State University
Reference Check Form - Faculty

Under North Carolina General Statute 126, pre-employment references solicited by the University are confidential and may not be released to the applicant, employee or public. When checking references by mail, attach a copy of the application signature showing the applicant's authorization to release information to the University.

Applicant's Name: _____

Position/Department: _____

Name/Title of Reference: _____

Phone # of Reference: _____

Position Held: _____ from _____ to _____

_____ 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.

1. Please evaluate the candidate's ability to effectively teach, engage and interact with undergraduate and graduate students.

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

Comments:

2. Please evaluate the applicant's and experience in enhancing the development of relationships with research funded entities and expanding scientific research.

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

Comments:

3. *Insert Question Here*

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

Comments:

Other questions that may be used in collaboration with the two above:

- Questions that relate directly to the candidate's discipline.
- What did you think of his/her work?
- What was the nature of his/her job?
- What are the candidate's strongest areas?
- What are the candidate's weakest areas?
- What type of committees and/or university engagement did the candidate participate?
- Why did he/she leave the position? Would you reemploy? Why? Why not?
- Is there anything else, we should take into consideration before we hire this candidate?