

## CANDIDATE REFERENCE SUMMARY

Please complete this form for each interviewed candidate and submit by e-mail to Human Resources.

Date of Reference Check: \_\_\_\_\_ NOV#: \_\_\_\_\_

Department: \_\_\_\_\_

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

Candidate Name: \_\_\_\_\_

Reference Name & Title: \_\_\_\_\_

Search Committee Chair and/or Checked By: \_\_\_\_\_

Questions for Reference & Answers

Q1. \_\_\_\_\_

\_\_\_\_\_

Answer: \_\_\_\_\_

\_\_\_\_\_

Q2. \_\_\_\_\_

\_\_\_\_\_

Answer: \_\_\_\_\_

\_\_\_\_\_

Q3. \_\_\_\_\_

\_\_\_\_\_

Answer: \_\_\_\_\_

\_\_\_\_\_

Q4. \_\_\_\_\_

\_\_\_\_\_

Answer: \_\_\_\_\_

\_\_\_\_\_

**Questions Continued...**

**Q5.** \_\_\_\_\_

\_\_\_\_\_

**Answer:** \_\_\_\_\_

\_\_\_\_\_

**Q6.** \_\_\_\_\_

\_\_\_\_\_

**Answer:** \_\_\_\_\_

\_\_\_\_\_

**Q7.** \_\_\_\_\_

\_\_\_\_\_

**Answer:** \_\_\_\_\_

\_\_\_\_\_

**Q8.** \_\_\_\_\_

\_\_\_\_\_

**Answer:** \_\_\_\_\_

\_\_\_\_\_

**Q9.** \_\_\_\_\_

\_\_\_\_\_

**Answer:** \_\_\_\_\_

\_\_\_\_\_

**Q10.** \_\_\_\_\_

\_\_\_\_\_

**Answer:** \_\_\_\_\_

\_\_\_\_\_

**Notes:**