**Reference Check – Candidate Name**

Referee name:

University:

Telephone #:

Email:

Date completed:

Reference check conducted by:

Your name was provided by ***candidate name*** as a reference. She/he was recently interviewed for ***a position title*** in the Faculty of Arts with the University of Winnipeg.

Outline the expectations of the position that the candidate applied for regarding research, teaching and service (if applicable) to the referee.

1. Can you please verify that you are the author of the reference letter that was provided to us? (If no reference letter was provided - What was the nature and length of your relationship with the candidate? Were you their direct supervisor?)
2. If no reference letter was provided - Given the duties of research, teaching and service, and the nature and length of your relationship with ***candidate name***, how do you think he/she will fulfil these duties at the University of Winnipeg?

1. Please tell me what it was like to work with ***candidate name****,* or have them as a student?
2. What were his/her strengths (strong points)? What area of development could he/she focus on (weak points)?
3. Are you aware of anything that would make it difficult for ***candidate name*** to be successful in this job?
4. Is there anything else I should know about ***candidate name*** that isn’t in your letter of reference, or that I haven’t already asked about? (If no letter of reference was provided – Do you have any other comments or is there anything else you think I should know?)
5. Given the opportunity and knowing the type of commitment we would be making with such an appointment, would you recommend him/her for this position?
6. Would you hire this person if they were applying for a position at your institution? If not, why not?