

UNT System Reference Check Guidelines

To help hiring managers with checking references, UNT System Talent Acquisition offers the following guidelines:

1. Professional references should consist of a former supervisor, co-worker or vendor/client. At minimum, there should be two references checked for external candidates and one reference for internal candidates.
2. Reference checks are not to be conducted until the interview process is complete. You should state during the interview with a job applicant that references will be checked. Also, don't just rely on letters of reference or personal references provided by the job applicant.
3. The hiring manager should conduct the reference check themselves because he or she is most familiar with the information received from the candidate and the responsibilities of the job.
4. To gain as much information as possible, let the person speak without interrupting.
5. Ask only job-related questions and document answers on the form. Avoid questions that can be answered "yes" or "no."
6. Avoid questions that screen out minorities, women, persons with disabilities, and protected classes or will bias the reference in terms of age, gender or religion.

There are many personal questions you must avoid when conducting a reference check. If you have doubts as to whether you should ask a question, don't. Questions you should avoid include:

1. Does the candidate have any disabilities or health problems?
2. Is the candidate married or have children?
3. Has the candidate made child care arrangements?
4. Financial questions, such as: Does the candidate own a vehicle?

For additional assistance, please contact your UNT System Talent Acquisition team.

talentacquisition@untsystem.edu

Reference Check for Position: _____

Candidate name: _____ Date: _____

Reference name: _____ Reference phone number: _____

Reference email address: _____

Reference company name: _____

1. What was your relationship to the candidate?	
2. How long did you work with the candidate?	
3. What were this candidate's job title/duties with your organization?	
4. Would you re-employ/work with again, if you had a suitable opening? Why or why not?	

Optional questions to ask if the Reference is willing to provide additional information.

5. What were his/her strengths?	
6. What were his/her areas of improvement?	
7. How well did he/she work with their peers?	
8. Describe a project that you have worked with this candidate on. What were the results?	
9. Are there additional comments you would like to make about the candidate?	

Retain with the hiring records for the position.