

A. Initiating The Reference Check

1. Call at least three (3) references for each candidate being considered for interviews.
2. If the person is in, tell him/her that (candidate's name) is an "applicant" for the _____ Advisor position in __ County, California, and has listed that individual as a reference.
3. Tell the individual who you are and that you are authorized to handle confidential information for the Search Committee for this position for the University of California Cooperative Extension.
4. Ask whether this is a good time to talk for a few minutes or should you make an appointment for a convenient time within the next 1-2 days. (If necessary, agree on future date/time).

B. Actual Reference Check

1. Describe briefly (in 3-5 sentences) the position for which the candidate has applied.
2. Ask at least the following questions. (It is important to have consistent information on all candidates.)
 - a. What is your association with the candidate?
 - b. Can you comment on their administrative skills?
 - c. Are they well rounded in your estimation?
 - d. Would this person work well as a member of a team? Would they work cooperatively to set priorities, obtain research funds, share the workload, and follow through with commitments?
 - e. Do they work well independently? Could they identify clientele needs, set priorities?
 - f. How would you rate their problem-solving skills?
 - g. How would you rate this person's verbal communication skills?
 - h. Do they think they would communicate well with clientele?
 - i. Can they communicate scientific information in lay terms?
 - j. Are they an effective public speaker?
 - k. What would you say their strongest job assets are?
 - l. What one area might they need further strengthening?
 - m. Is there anything else you'd like to add?