



Student Employee Reference Check Guidelines for Student Supervisors and Coordinators

1. Please complete at least one reference check for each candidate you are considering for employment. If a reference that you contact does not provide adequate information, please contact a second reference. Please note, only student supervisors or coordinators may check reference.
2. Candidates will provided contact information for references on their employment application. Contact the most recent reference listed first. We understand that some students may not have employment references. Acceptable references include K-12 teachers, RCC faculty, co-workers or volunteer coordinators.
3. If a candidate has only provided a name and phone number of a friend or family member, please contact the candidate and advise them of acceptable references.
4. When contacting references, begin by identifying who you are and why you are calling. Candidates sign a waiver authorizing you to contact their references as part of their application process. You may find that you will receive the best information by providing the reference with an overview of the position for which the candidate is being considered. With the exception of the student name and position they are being considered for, please do not provide additional student information to the reference regarding the student candidate.
5. Submit completed reference forms to Student Employment along with any applicable application materials, interview notes and scoring materials.

If you have any questions regarding this process, please contact Barb McAuley in Student Employment at bmcauley@rogucecc.edu.

Student Employee Reference Check Form

APPLICANT:

Name of Student Candidate: _____

Position: _____

REFERENCE:

Name of Reference: _____

Relationship to Student Candidate: _____

If Employer, Name of Company: _____

Phone Number: _____ Date Contacted: _____

1. How long have you known or worked with the candidate?
2. How would you describe the candidate's reliability and dependability?
3. What do you see as this candidate's strengths and weaknesses?
4. Do you feel this candidate has good communication and listening skills?
5. Would you recommend this candidate for this position? If an employer, would you rehire?
6. Do you have additional relevant or useful information that would help us make a decision regarding hiring this candidate?

Please thank your reference for their time.

Reference Checked by: _____

Title: _____

Date: _____