

**SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CANDIDATE REFERENCE CHECK**

Candidate's Name:
Position To Be Filled:

Person Completing this Form:	
Title:	Date:

Person Providing Reference:	Phone #:
Current Title:	Relationship to Applicant:

\_\_\_\_\_ is being considered for the position of \_\_\_\_\_ and has given your name as a reference with SDCCD. Would you please assist by answering some questions?

Where have you worked with [Candidate]?	
When did you work together? From:	To:
What positions did you and [Candidate] hold? <i>(make notes below)</i>	
Positions Held by Person Providing Reference	Positions Held by Applicant

Please rate [Candidate's] work performance in the following categories (refer to job posting and/or criteria) and rate on a scale of 1 (low) to 5 (high):					
<b>Category</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Reference Check – Continued**

**Applicant's Name:** \_\_\_\_\_

How would you rank their overall performance? On a scale of 1 (low) to 5 (high)					
Give me examples of how [Candidate] used these skills when you worked together.					
What were their strongest skill areas? Weakest skill areas?					
Is there anything else you would like to add about their performance and attitude in your workplace?					

Person Completing this Form (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Remember to include this form in your interview packet to be submitted to People, Culture, and Technology Services (HR)-Employment (District Office / Room 330)**