

APPLICANT TRACKING SYSTEM TIPS

Support Staff Reference Check Questions

Units can request reference letters and letters of recommendation from applicants utilizing the applicant tracking system. Reference letters and letters of recommendation through the applicant tracking system is an optional feature. Reference letters and reference checks forms that have been submitted through the system can be compiled with all other application documents using Bulk Compile and Send. The support staff reference check consists of a series of questions that are not editable by the hiring unit. The following are the questions posted to the referee:

1. Any information contained here will be confidential to the maximum extent possible by law. Are you willing to provide the reference?
2. Please explain his/her job duties at your company.
3. Had he/she ever been subjected to disciplinary action recently? If yes, please explain.
4. Had he/she ever been promoted within your company?
5. On a scale of 1 (low) to 5 (high)
 - a. How would you generally evaluate his/her performance?
 - b. How did he/she get along with the supervisors?
 - c. How did he/she get along with co-workers?
 - d. How did he/she get along with subordinates?
 - e. How did he/she meet deadlines?
 - f. How would you rate his/her dependability?
6. What are his/her weaknesses?
7. What are his/her strengths?
8. What were some of his/her key accomplishments or areas of biggest impact?
9. How does he/she handle stressful situations or difficult people?
10. Why did he/she leave your employment?
11. Would you rehire him or her? If no, why not?
12. Is there anything else you would like to me about him/her?

