

- Ability to take feedback/criticism
- Attention to detail
- Ability to get along with others/connect with students
- Ability to initiate, implement and follow through on projects/degree of supervision needed and/or level of responsibility
- Dependability
- Attitude/team player
- Leadership/supervisory skills (If so, # of employees under their responsibility?)
- Budget/planning responsibility?

4. What were _____ major accomplishments?

5. Why did they leave your company/institution?

6. Would you rehire this applicant? ____Yes ____No Why or why not? (It is important to listen to the reference's tone here.)

7. *Briefly describe the position to which the applicant has applied and any knowledge, skills and abilities which are critical to the position.* How do you believe they will do this role?

8. If I hire _____, what are the things this person should absolutely be doing? What areas will I get the most out of _____?

9. What things should I not have _____ do? Where will I get the least out of _____?

10. Do you have any advice for us if we hire this person? How do I best manage and motivate them? How well do they take feedback/criticism?

11. Do you have any concerns, either personal or professional, about _____ that might prohibit them from being successful here at St. Olaf or in this role?

12. Is there anything else of significance that we should know or anything you'd like to add?

Thank the person for their time.

Return reference checks to Human Resources: _____
Reference Interviewer's Signature Date