AGNES SCOTT COLLEGE
Interview Summary/Reference Check

Date of Interview: ____________________

Candidate interviewed by telephone ______
Candidate interviewed on campus: ______
Candidate interviewed at off campus location ______

Person conducting interview: _______________________
Position title of person conducting interview: _______________________

Name of candidate: __________________________________________

Position being interviewed for: ________________________________

Appearance and poise: ________________________________

Communication ability: ________________________________

Job knowledge and knowledge of related fields: ________________________________

Experience: __________________________________________

Education: __________________________________________

Ability to meet requirements of position (i.e. overtime, special physical demands): ________________________________

Special skills needed for this position: ________________________________

Summary: __________________________________________

_____________________________________________________

Other comments: ________________________________________________________________________________

Recommendation: ________________________________________________________________________________

Signature of person (s) conducting the interview (s): ____________________

Date

For candidates interviewed by committee or more than one interviewer
Reference Check (Complete for all final candidates who might be offered employment):

Person conducting the reference check: ____________________

Name of company/employer contacted: ____________________

Date

Reference Check on back
1. Reference Check (Complete for all final candidates who might be offered employment):

Person conducting the reference check: ___________________________ Date ____________
Name of company/employer contacted: ____________________________________________
Spoke with: __________________________
Position title or relationship to the candidate: ______________________________________
Length of relationship to the candidate (years, months): ____________________________
Dependability (attendance, performance): __________________________
Ability to work with others: __________________________
Work habits (neat, organized, timely): __________________________
Job knowledge/skills: __________________________

Other comments: _____________________________________________________________________

Recommendation: _____________________________________________________________________

2. Reference Check (Complete for all final candidates who might be offered employment):

Person conducting the reference check: ___________________________ Date ____________
Name of company/employer contacted: ____________________________________________
Spoke with: __________________________
Position title or relationship to the candidate: ______________________________________
Length of relationship to the candidate (years, months): ____________________________
Dependability (attendance, performance): __________________________
Ability to work with others: __________________________
Work habits (neat, organized, timely): __________________________
Job knowledge/skills: __________________________

Other comments: _____________________________________________________________________

Recommendation: _____________________________________________________________________

Use additional Interview Summary/Reference Checklist sheets for more reference checks on
previous employers.

Additional notes: _____________________________________________________________________
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