Student Employee Reference Check Guidelines for
Student Supervisors and Coordinators

1. Complete *at least one* reference check for each candidate whom you're considering for employment. Contact the most recent reference listed first; if the reference doesn't provide adequate info, please contact a second reference. Note: only student supervisors or coordinators may check references.

2. Candidates will list contact info for references on their applications. We understand that some students may not have employment references; acceptable references include K-12 teachers, RCC faculty, co-workers, or volunteer coordinators. If a candidate has only listed a friend or family member as a reference, contact the candidate to recommend acceptable references.

3. 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. With the exception of the student name and position for which they're being considered, *do not provide additional student info to the reference.*

4. Submit completed reference forms to Student Employment Services along with applicable application materials, interview notes, and scoring materials.

If you have questions regarding this process, please contact Rene McKenzie (rmckenzie@roguecc.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? Communication skills?

3. What do you see as this candidate's strengths? Areas for improvement?

4. Would you recommend this candidate for this position? If an employer, would you rehire?

Please thank your reference for their time.

Reference Checked by: _____

Title: _____

Date: _____