



Human Resources & Payroll
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Applicant Reference Check Form/Script

Thank you again for your time, my name is _____ and the purpose of this conversation is to discuss (candidate name): _____ with respect to the _____ vacancy here at George Mason University. The information discussed today will only be shared with those involved with the selection of this position.

Reference provided by: _____

Title: _____

Organization: _____

Reference Relationship

How long have you known this individual? _____ Years _____ months

In what capacity have you known this individual?

Can you speak to how this individual is perceived by his or her peers?

Please describe the nature of his or her work, interactions you've had with _____, any projects or initiatives you've partnered with _____ on. What would you consider their strongest attributes?

Please describe any challenges, weaknesses, or areas of improvement you've observed when working directly or indirectly with this individual:

Please describe the impact he or she has had in their current role at _____ or within the industry.

Is there any additional information you wish to share concerning this individual?

Would you recommend _____ for this position and why? Yes or No