Adjunct Reference Check Form

Applicant Name _______________________   Position ___________________

Two reference checks must be conducted with two people present for each.

Reference Check 1:

Reference Name __________________________ Phone Number ______________

1. _______ is applying for the position of _______. Can you please describe _______’s teaching abilities in relation to (subject/program)?

2. Can you please describe _______’s skills in (detailed skill required for the job)?

3. If you had the opportunity to hire _______ in a teaching capacity, would you hire him/her?

Reference Check 2:

Reference Name __________________________ Phone Number ______________

1. _______ is applying for the position of _______. Can you please describe _______’s teaching abilities in relation to (subject/program)?

2. Can you please describe _______’s skills in (detailed skill required for the job)?

3. If you had the opportunity to hire _______ in a teaching capacity, would you hire him/her?

References checked by: ______________________________________________

____________________________________________
Signature       Date

____________________________________________
Signature       Date