



Candidate Name	
Position Offered	
Department	
Name of Reference Collector	
Date	
Name of Reference Provider	

Good morning/afternoon. My name is _____ and I'm calling from the _____ department at the University of Nebraska at Omaha, because _____ gave me your information as a reference. I just have a few questions. Is now a good time to chat?

_____ has applied for _____.

What is your relationship to _____?
Please describe _____'s characteristics (as an employee, if applicable). Share some knowledge and abilities.
Were they able to form and maintain positive relationships with supervisors, coworkers and customers/clients?
How would you describe their time management skills?
What are their biggest strengths and weaknesses?
What makes them a good fit for this job?
(Department question)
(Department question)
(Department question)
Is there anything else you want me to know that I haven't asked about?

Reference Collector Signature _____

Date _____