Family Housing Office  
University of Illinois at Champaign-Urbana  
Phone Reference Check Sheet

Candidate's Name

Institution
- Institution phone number: 359-7701
- Institution contact person/position title: Jan Carter-Black

Reference check completed by/position title
- Date: 7/23/9

Recommended Questions:

1) What position did the candidate hold?
   Student with

2) Can you describe the candidate's responsibilities with your institution?
   Known for this year

3) What are the candidate's strengths?
   Responsibility, meets deadlines
   Plans ahead, dependability

   Weaknesses?
   Unsure

4) How did the candidate get along with co-workers?
   Very well in groups, positive

5) How did the candidate get along with supervisors?
   Respectful,
6) Was the candidate reliable? ASKS QUESTIONS.

7) Did the candidate meet deadlines?

8) Why did the candidate leave your institution?

9) Is there anything else you would like to tell me about the candidate?

10) Would the candidate be eligible for rehire? YES NO