



Rancho Santiago Community College District
HUMAN RESOURCES COMMITTEE

December 12, 2018 Meeting
District Office – Executive Conference Room 114
3:30 – 5:00 p.m.

AGENDA

1. Welcome
2. Approval of Minutes November 14, 2018 Meeting
3. FON – Final Number
4. Reference Check Forms
 - a. Review draft of management reference check form
 - b. Final draft of classified reference check form
 - c. Final draft of faculty reference check form
5. Chancellor Search – Update
6. Other
7. **Next HRC Meeting: Wednesday, January 9, 2019**
Executive Conference Room #114, 3:30 – 5:00 p.m.

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

REFERENCE CHECK INSTRUCTIONS

1) REFERENCE SOURCE

Select the appropriate individual you will be calling as a reference source, from the application materials submitted by the candidate. If the candidate did not provide a reference or has indicated on his/her application that he/she does not wish current supervisor contacted, the candidate would be informed that he/she is one of the finalists and must provide a job related supervisor as a reference source to complete the process.

2) REFERENCE CHECK QUESTIONNAIRE

A standard reference check form is provided by Human Resources Department. Additional questions may be added to the form by the screening committee, as long as the question(s) is/are asked of all finalist references. In such cases, all additional questions, shall be reviewed and approved by the Equal Employment Opportunity Officer or designee prior to any checking. Any proposed substantive changes to the additions by the Equal Employment Opportunity Officer shall be reviewed by the screening committee. The appropriate chair/co-chair or program administrator shall be responsible for the reference check process.

3) INTRODUCTION

Properly introduce yourself as an employee of Rancho Santiago Community College District. Explain that the purpose of your call is to conduct a reference check for a candidate who has been selected as a finalist for a position for which you are the chair/co-chair of the selection committee or the program administrator of the position.

4) REFERENCE CHECK FORM

Reference check forms shall be completed and submitted with the application packets of the recommended finalists to the appropriate President, Chancellor or Vice Chancellor and Human Resources Department.



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT MANAGEMENT REFERENCE CHECK FORM

Today's Date: _____

Name of Applicant: _____

Position Applied To: _____

Job #: _____

Person Providing the Reference and Relationship to Applicant:

Current/Previous Employer (Agency): _____

Current/Previous Employer (Agency) Phone Number: _____

1. VERIFICATION OF EMPLOYMENT

Title of Position Held: _____

Dates of Employment: _____

Job Duties: _____

2. KNOWLEDGE BASIS OF REFERENCE

How long have you known the applicant?

In what capacity have you known the applicant?

3. JOB DUTIES

What were the applicant's primary duties?

Did the applicant have supervisory duties? If yes, how many employees were under the applicant's supervision?

Was the applicant responsible for conducting evaluations? If so, were they timely, complete and accurate?

Was the applicant responsible for administering discipline? If so, did the applicant address the need for discipline in a timely fashion? Was proposed discipline well documented? Was discipline administered fairly and consistently?

4. GENERAL WORK BEHAVIORS

Please rate the following:

A. Attendance	Poor	Fair	Good	Excellent
<u>Comments:</u>				

B. Punctuality	Poor	Fair	Good	Excellent
<u>Comments:</u>				

C. Accuracy	Poor	Fair	Good	Excellent
<u>Comments:</u>				

D. Follow-through	Poor	Fair	Good	Excellent
<u>Comments:</u>				

E.	Adaptability	Poor	Fair	Good	Excellent
<u>Comments:</u>					

F.	Initiative	Poor	Fair	Good	Excellent
<u>Comments:</u>					

General Interpersonal Relationships With Others (Students, Public, Supervisors, Co-workers, Subordinates)

Organizational Skills (Setting Objectives, Establishing Priorities, Meeting Deadlines)

Leadership Skills – How would you describe the applicant’s leadership style?

How would you rate the applicant’s ability to?

A.	Motivate Others	Poor	Fair	Good	Excellent
<u>Comments:</u>					

B.	Empower Others	Poor	Fair	Good	Excellent
<u>Comments:</u>					

C.	Assist Others to Reach Professional Goals	Poor	Fair	Good	Excellent
<u>Comments:</u>					

D.	Encourage Collaboration and Teamwork	Poor	Fair	Good	Excellent
<u>Comments:</u>					

E.	Accept Constructive Criticism from Others – Both Supervisors and Subordinates	Poor	Fair	Good	Excellent
<u>Comments:</u>					

5. WORK STYLE

Would you describe the applicant as working best when able to work alone or in a team environment?

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How does the applicant work under stress?

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How does the applicant handle situations where he/she made a mistake?

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How does the applicant respond to criticism or constructive feedback?

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How does the applicant handle situations where others make mistakes?

6. PROFESSIONALISM

Did the applicant show an interest in your college/agency/company functions or events?

Did the applicant participate in appropriate professional development activities?

Did the applicant maintain current knowledge of methods and new technologies related to the position?

Was the applicant committed to the improvement of the department/division of your agency where he/she worked? Give an example.

7. OVERALL PERFORMANCE

What were the applicant's "overall" performance ratings?

Are you aware of any performance problems?

Are you aware of work habits, which adversely affected the applicant's job performance?

8. STRENGTHS AND WEAKNESSES REGARDING THE POSITION APPLIED FOR

Applicant has applied for the position of _____.
Primary duties of the position include _____. Given the nature of this position, what do you see as the applicant's strengths that he/she would bring to the position?

Given the nature of the position, what do you see as the applicant's greatest challenges in performing the primary duties of the position?

In the position applicant has applied for, he/she is expected to work effectively with a diverse group of individuals in the following way(s): [insert how interacting with a diverse group arises for this specific position] Describe how you would anticipate the applicant performing in such an environment.

9. CLOSING INFORMATION

(If the applicant is currently not employed by the reference being interviewed): Why is the applicant no longer employed with your college/agency/company?

Given the opportunity would you rehire this applicant? Why/why not?

Reference Check Completed By (print name): _____

Position: _____

Signature: _____ Date: _____



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASSIFIED REFERENCE CHECK FORM

Today's Date: _____

Name of Applicant: _____

Person Providing the Reference and Relationship to Applicant:

Current/Previous Employer (Agency): _____

Current/Previous Employer (Agency) Phone Number: _____

1. VERIFICATION OF EMPLOYMENT

Title of Position Held: _____

Dates of Employment: _____

Job Duties: _____

2. GENERAL WORKPLACE BEHAVIORS

Could you rate for me the following?

	ABILITIES/SKILLS	Poor	Fair	Good	Excellent
A	Attendance/Punctuality				
Comments:					
B	Initiative & Aptitude (<i>a natural ability to do something</i>) in the work place				
Comments:					
C	Adaptability (<i>ability to know new skills</i>)/Flexibility				
Comments:					

D	ABILITIES/SKILLS	Poor	Fair	Good	Excellent
	Analytical Reasoning/Problem solving				
Comments:					
E	Communications (<i>listening, oral, written</i>)				
Comments:					
F	Follow-through				
Comments:					
G	Quality of Work				
Comments:					
H	On a scale from one to ten, how would you rate this person? One (1) being the lowest and ten (10) being the highest?				
Comments:					
I	How does this person manage stressful situations and/or workplace challenges?				
Comments:					

3. WHAT ARE THE APPLICANT'S WORKPLACE STRENGTHS?

4. WHAT WOULD BE AN AREA THAT I AS THE SUPERVISOR WOULD BE ABLE TO SUPPORT THEM IN THEIR GROWTH?

5. CAN YOU PLEASE DESCRIBE THE CANDIDATE'S INTERPERSONAL RELATIONSHIPS WITH OTHERS (i.e. communication, working with students, public, supervisors, and colleagues, team player)?

6. ORGANIZATIONAL SKILLS (i.e. setting objectives, establishing priorities and meeting deadlines)

7. WOULD YOU REHIRE THIS PERSON?

8. ANYTHING YOU WOULD LIKE TO SHARE THAT MAYBE I DID NOT COVER IN MY QUESTIONS.

Reference Check Completed By (please print name): _____

Position Title: _____

Signature: _____ Date: _____