



**KSU Candidate Personal Reference Check Document**

**Candidate Name:**

**Date:**

**Position Candidate Is Being Considered For:**

**Professional Reference Name:**

**Professional Reference Title:**

**Professional Reference Organization:**

**Name of KSU Employee Who Conducted this Reference:**



1. What is your relationship to the candidate?
2. How long have you known the candidate?
3. How would you describe the candidate?
4. What accomplishments have you known the candidate to have achieved?
5. Based on what you know about the candidate, do you believe them to be a good fit for this opportunity (*please elaborate*)?

6. What are the candidate's greatest strengths and weaknesses?

7. What other information would be helpful to know about that candidate as we evaluate their candidacy?

8. Other remarks: