



## EMPLOYMENT REFERENCE CHECK FORM

Candidate's Name: \_\_\_\_\_ Candidate Contact Info: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Reference Title: \_\_\_\_\_

Relationship to Candidate: ☐ Supervisor ☐ Peer ☐ Subordinate ☐ Other

Reference Employer: \_\_\_\_\_ Reference Contact Info: \_\_\_\_\_

Position Held: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

NOTE: Mention the title of the position for which the person is a candidate

1. Describe the type of work for which the candidate was responsible:
2. Describe the quality of work performed by the candidate.
3. How would you describe the candidate's relationship with the following:
  - a. Peers
  - b. Subordinates
  - c. Supervisor



## EMPLOYMENT REFERENCE CHECK FORM

- d. Students (if applicable)
- 4. Describe the candidate's communication skills:
  - a. Verbally
  - b. Written
- 5. How would you describe the candidate's ability to meet deadlines?
- 6. What are the candidate's strengths?
- 7. Are there areas in which the candidate can improve performance?
- 8. What would you say about the candidate's attendance? Have their absences negatively impacted performance?



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9. (**EXTERNAL CANDIDATES ONLY**) Would this individual be eligible for rehire? Why or why not?

10. Describe the candidate's experience promoting diversity, equity, and inclusion.

11. Any other comments ?

Signed: \_\_\_\_\_

Person conducting reference check

Date of Conversation: \_\_\_\_\_