Reference Check Form

A reference check is a valuable tool in the recruitment process to verify facts and obtain additional information about the candidate. All sections should be completed to be considered a valid reference. Indicate N/A if the question is not applicable. **DO NOT CONDUCT A CHECK WITHOUT A COMPLETED ONLINE APPLICATION IN TalentEd.**

Applicant Name: Applicant Position:										
School/Department:			Contact #:			Last 4 Digits of SS#:				
Referen	ce #1									
Date and time of contact:			Person Checking Reference:							
Reference Name:			Reference Organization:							
Relationship to Applicant: ☐ Supervisor ☐ F			Other (specify)							
Dates of Employment: From To			Po	osition(s) Held:						
Reason	for Separation: Voluntary Invol	luntary 🗆 I	N/A							
Give Exp	the opportunity, would you re-employ planation for Separation: here any disciplinary actions? Please ex			□ No □ N/A						
Were th	nere any performance issues? Please ex	xplain:								
Please	e mark the appropriate column for eac item	ch Weak	Below Average	Satisfactory	Above Average	Superior	Not Observed			
A.	Quantity of Work									
	Quality of Work									
	Knowledge									
	Dependability and Attendance									
E. F.	Relationships with Others Acceptance of Supervision									
Referen	· · · · · · · · · · · · · · · · · · ·									
Date an	d time of contact:		Person Che	cking Referenc	e:					
Referen	ce Name:		Reference Or	ganization:						
Relation	nship to Applicant: Supervisor	□ Peer	☐ Othe	er (specify)						
Dates of Employment: From To			Position(s) Held:							
Reason	for Separation: Voluntary Invol	luntary 🗆 I	N/A							

If given the opportunity, would you re-employ this individual? Yes No N/A											
Give Explanation for Separation:											
Were there any disciplinary actions? Please explain:											
Were there any performance issues? Please explain:											
Please mark the appropriate column for each item	Weak	Below Average	Satisfactory	Above Average	Superior	Not Observed					
A. Quantity of Work											
B. Quality of Work											
C. Knowledge											
D. Dependability and Attendance											
E. Relationships with Others											
F. Acceptance of Supervision											
Reference #3											
Date and time of contact: Person Checking Reference:											
Reference Name: Reference Organization:											
Relationship to Applicant: Supervisor Peer Other (specify)											
Dates of Employment: From To Position(s) Held:											
Reason for Separation: □ Voluntary □ Involuntary □ N/A											
If given the opportunity, would you re-employ this individual? \square Yes \square No \square N/A											
Give Explanation for Separation:											
Were there any disciplinary actions? Please explain:											
Were there any performance issues? Please explain:											
Please mark the appropriate column for each	Weak	Below	Satisfactory	Above	Superior	Not					
item	vveak	Average	Satisfactory	Average	Superior	Observed					
A. Quantity of Work											
B. Quality of Work											
C. Knowledge											
D. Dependability and Attendance											
E. Relationships with Others											
F. Acceptance of Supervision											