

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#:** _____

Reference #1

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? ☐ 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 #2

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? ☐ 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? ☐ 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						