

Texas Woman's University

EMPLOYMENT REFERENCE CHECK FORM

Applicant's Name: _____ Current Employer/Former Employer: _____

Immediate/Former Supervisor's Name/Title: _____

Candidate's Job Title: _____ Company Telephone No: _____

Dates of Employment From: _____ To: _____

Salary: _____ Reason for Leaving: _____

To be completed during the telephone reference check conversation:

1. The candidate states that she/he was employed with your firm as a _____
From _____ to _____, and that her/his final salary was _____.
Is this correct?
2. Why did he/she leave?
3. What were the candidate's general duties?
4. How did the candidate get along with co-workers and superiors?
5. What kind of work attitude did the candidate have?
6. How would you rate the quality of the candidate's work?
7. What are the candidate's strengths and weaknesses?
8. Was the candidate dependable? Can you give me an example?
9. How was the candidate's attendance? Any issues with tardiness?
10. Can you give an example of the candidate's commitment to complete a project?
11. Can you rate the candidate's honesty and trustworthiness from 1 to 10 (1 being the highest)?
12. What kind of work environment do you think the candidate would work best in?
13. Would you recommend the candidate for a position as _____?
14. Is the candidate eligible for reemployment with your company/agency/institution?
15. Is there anything else you would like to tell me about this candidate?

Reference Check done by: _____

Title: _____

Date: _____

Comments: (also detail any conflicts with information reported by the candidate)