



**Employment Reference Check – PART-TIME STAFF  
PROFESSIONAL WORK EXPERIENCE DOCUMENTATION**

Responses provided by reference should be typed.

Applicant: \_\_\_\_\_ Position: \_\_\_\_\_

**Reference Contacted:**

Name: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Title of Reference: \_\_\_\_\_ Employer: \_\_\_\_\_

**Verify the following information:**

How long have you known \_\_\_\_\_ and in what capacity? (Extracurricular, volunteer, work capacity, etc.) \_\_\_\_\_

Position Applicant Held: \_\_\_\_\_

Relationship to Applicant:  Supervisor  Co-worker  Professional  Other \_\_\_\_\_

If applicable, date of Employment: From \_\_\_\_\_ To \_\_\_\_\_ How long did you supervise or work with: \_\_\_\_\_

**Ask the employer for information on the applicant on the following areas/Tell me about:**

- Attendance: \_\_\_\_\_ Dependability: \_\_\_\_\_
- Ability to take on responsibility: \_\_\_\_\_
- Listening and communication skills: \_\_\_\_\_ Participation skills: \_\_\_\_\_
- Describe how he/she got along with others (coworkers, fellow students, colleagues): \_\_\_\_\_
- Give pertinent examples showing initiative: \_\_\_\_\_  
\_\_\_\_\_
- Give an example of applicants' academic work and/or creativity: (If applicable). \_\_\_\_\_
- Degree of Supervision needed: (If applicable): \_\_\_\_\_
- Job Knowledge – (State the position the applicant is recommended for - Inquire on the specific job duties they were/are responsible for that may be relevant to recommended position)  
\_\_\_\_\_
- Quality of Work (multi-task, attention to detail, customer service, operate office equipment, ability to learn new tasks):  
\_\_\_\_\_

▪ Areas for improvement? \_\_\_\_\_

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What was the reason applicant left your organization? \_\_\_\_\_

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Would you rehire?  Yes  No  N/A Explain: \_\_\_\_\_  
(Required for all – Internal and External Candidates) (If no, please explain.)

Additional Comments: \_\_\_\_\_

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(Reference checks must be conducted by Professional support staff or higher)

Reference check by: \_\_\_\_\_  
PLEASE PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Reference check reviewed and accepted by: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Must be signed by a Hiring Supervisor, Financial Manager, or higher)

# Reference Check Guide



**SOUTH TEXAS  
COLLEGE**

**The Office of Human Resources**

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