

**SOUTH TEXAS COLLEGE  
EMPLOYMENT REFERENCE CHECK-  
PROFESSIONAL WORK EXPERIENCE DOCUMENTATION**

APPLICANT \_\_\_\_\_ POSITION \_\_\_\_\_

Name of Former Employer \_\_\_\_\_ Phone \_\_\_\_\_

Person Contacted \_\_\_\_\_ Title \_\_\_\_\_

Sample script: "This is \_\_\_\_\_, \_\_\_\_\_  
Name title

and I work at South Texas College. \_\_\_\_\_ is being  
Name-applicant

considered for \_\_\_\_\_, with our college. Any additional  
position

information you can give us would be a great benefit to assist us in making a hiring

decision. \_\_\_\_\_ has given his/her consent to check

his/her employment with you.

What was your employment relationship with \_\_\_\_\_? \_\_\_\_\_

How long did you supervise (work with) him/her? \_\_\_\_\_

What was \_\_\_\_\_'s position/job title? \_\_\_\_\_

What was the beginning date of employment? \_\_\_\_\_ Ending date? \_\_\_\_\_

What were the duties and responsibilities of his/her position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What were his/her strengths? \_\_\_\_\_

What areas for improvement? \_\_\_\_\_

What leadership capabilities did she/he have? \_\_\_\_\_  
\_\_\_\_\_

Describe how he/she got along with other employees? \_\_\_\_\_

Would you comment on his/her:

Attendance \_\_\_\_\_

Dependability \_\_\_\_\_

Ability to take on responsibility \_\_\_\_\_

Ability to work under pressure \_\_\_\_\_

Degree of supervision needed \_\_\_\_\_

Quality of work \_\_\_\_\_

Quantity of work and timeliness \_\_\_\_\_

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

Would you re-hire? \_\_\_\_\_

Do you have any additional comments you wish to tell me? \_\_\_\_\_

Thank you for your assistance.

Reference checked performed by \_\_\_\_\_ Date \_\_\_\_\_  
(Must be performed by a Professional/Technical Staff (exempt) member or higher)

Reference check reviewed and accepted by \_\_\_\_\_  
(Must be signed by an Administrator or higher)