



Employment Reference Check-Part-time Staff

Professional Work Experience Documentation

Reference checks must be reviewed and accepted by the Hiring Manager, Financial Manager, or higher staff.

Applicant: _____ Position: _____

Reference Contacted:

Name: _____ Telephone Number: _____

Title of Reference: _____ Employer: _____

Verify the following information:

How long have you known the applicant and at what capacity?
(Extracurricular, volunteer work capacity, etc.):

Position Applicant Held: _____

Relationship to Applicant:: Supervisor Co-Worker Professional Other

Date of Employment: From _____ To _____ How long did you supervise or work with: _____

Ask the employer for information on the applicant the following areas:

Attendance:

Dependability:

Ability to Take on Responsibility:

Listening and Communication Skills:

Participation Skills:

Describe how they got along with others.
(coworkers, fellow students, colleagues)

Give Relevant Examples of 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 of Improvement:

What was the reason applicant left your organization, if applicable?:

If given the opportunity, or if you were in the capacity to do so, would you re-hire?: Yes No N/A
(Required for all Internal and External Candidates)

If no or N/A, please explain:

Additional Comments:

Reference Check Conducted by:

Reference Check Reviewed and Accepted by:
(Must be signed by a Hiring Supervisor, Financial Manager, or higher.)

Print Name

Print Name

Signature

Signature

Date

Date