Pre-employment references solicited by the University are confidential and may not be released to the applicant, employee or public. Although reference checks are not optional, use of this form by departments is.

When checking references by mail, attach a copy of the Certification Statement and electronic signature showing the applicant's authorization to release information to the University.

|  |  |  |  |
| --- | --- | --- | --- |
| **REFERENCE INFORMATION BEING REQUESTED ON:** | | | |
| **Applicant’s Name:** | First | Middle | Last |
|  |  |  |

|  |  |
| --- | --- |
| **REQUESTING AGENCY INFORMATION (To be completed by the hiring department):** | |
| **Date of Request:** |  |
| **Name of Hiring Department:** |  |
| **Department Address:** |  |
| **Representative Name:** |  |
| **Representative Title:** |  |
| **Representative Phone:** |  |

|  |  |  |
| --- | --- | --- |
| **EMPLOYER INFORMATION (To be completed by previous/current employer if by mail; or by hiring department if by phone):** | | |
| **This Reference Furnished By:** | **Phone** | **Number:** |
| **Mail** | **Address:** |
| **Date Completed:** |  | |
| **Name of Employer:** |  | |
| **Representative Name:** |  | |
| **Representative Title:** |  | |
| **Representative Phone:** |  | |

If requested by mail, please return to the Hiring Department’s address listed above.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **APPLICANT INFORMATION:** | | | | | |
| Job Title: |  | | | | |
| Employment Dates: | From: |  | | To: |  |
| Reason for Leaving: |  | | | | |
| Major Job Duties: |  | | | | |
| Special Skills: |  | | | | |
| Met job requirements in terms of quantity of work? | | | Exceeded Requirements  Met Requirements   Did Not Meet Requirements | | |
| Met job requirements in terms of quality and accuracy of work? | | | Exceeded Requirements  Met Requirements   Did Not Meet Requirements | | |
| What were some of the applicant’s strongest competencies or skills? | | |  | | |
| What were some competency or skill areas that the applicant needs development in? | | |  | | |
| Cooperated with fellow employees, subordinates (if applicable) and supervisors? | | | YES  NO | | |
| Usually came to work on time? Overall, were the applicant’s attendance records satisfactory? | | | YES  NO | | |
| If No, please explain: | | |
| Received an oral or written warning for performance or serious misconduct in the last year of employment? | | | YES  NO | | |
| If Yes, what was the outcome: | | |
| Able to use independent judgment and discretion? | | | YES  NO | | |
| If Yes, please explain: | | |
| Would you rehire (or retain) this person? | | | YES  NO | | |
| If No, why? | | |
| Your relationship to applicant? | | | Manager/Supervisor  Colleague  Mentor  Other: | | |
| Additional Comments/Explanations: | | | | | |