VCU Human Resources
VIRGINIA COMMONWEALTH UNIVERSITY

REFERENCE CHECK FORM

Date: _____
Applicant's Name: _____
Company/Agency: _____
Dates of Employment: _____
Applicant's Current Salary: _____
Reason for Separation: _____
Reference Name/Title: _____
VCU Representative Checking Reference: _____

The above-named individual has applied for employment with Virginia Commonwealth University (VCU). We would appreciate any information you can share with us regarding this person's qualifications and work history. All information will remain confidential and will not become part of the applicant's personnel file. Thank you for your assistance.

1. Do you currently supervise, or have you supervised, this individual? If so, for how long? If not, describe your working relationship with this individual.

2. Describe the individual's duties and responsibilities. What is/was the individual's job title and classification with your organization?

3. Were the duties/responsibilities performed to the company's expectation (quality of work and work habits)?

4. Did the individual take initiative in performing additional responsibilities or projects?

5. How would you rate the individual's overall work performance: excellent, good, fair, poor?

6. How would you rate the individual's attendance and punctuality (dependability)?

7. How well does the individual get along with co-workers (compatibility)?

8. Is the individual eligible for rehire with your organization/agency?

9. Do you have any additional comments regarding the individual's work performance?

[Note to PA/Hiring Manager: Keep in department selection file – do not include with new hire paperwork sent to HR Operations.
For Classified and Centralized Hourly Recruiting only: *Copy must be sent to your HR Consultant with "Offer Review" packet.]*