

Date: _____

Name of Candidate: _____

Position Applied For: _____

Posting Number: _____

Last Position Held:
(per application/resume) _____

Dates of Employment: Start: _____ End: _____

Number of hours worked/week: _____

Salary: Start: _____ End: _____

Name of Reference: _____

Title: _____

Relationship to Candidate: Supervisor Co-Worker Other

Explain: _____

Contact Method: Phone Email Letter Other

Employment Reference conducted by:

Name: _____

Job Title: _____

Phone Number: _____

Email Address: _____

How long have you known the candidate and in what capacity?

Briefly describe the duties of the position held by the candidate:

In considering him/her for this position, what are the strengths demonstrated in the past?

What areas were identified as areas for improvement or what would need further development?

Describe any training or certifications the candidate obtained.

Verification of any required licenses, certifications, or degrees.

Excluding FMLA or an Approved Leave of Absence how would you describe this candidate's attendance/absenteeism/punctuality?

Has the candidate ever been the subject of any workplace investigation or disciplinary action? Yes No

If yes, please explain:

What was the candidate's reason for leaving your organization?

Is the candidate eligible for re-employment with your organization? Yes No

Comments:

If you are unable to obtain the reference check per the reasons stated in the policy, provide your explanation here:

Employment Reference conducted by:

Signature

Date

Print Name

Date

Obtaining complete job-related employment reference information is a mandatory step in the recruitment and job offer process. Professional reference checks (not a personal friend, neighbor, acquaintance) must be conducted for both external candidates and for current employees who are applying for transfer and/or promotion. Please visit the following link for the full reference check policy: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-616.pdf>

Here are some important steps to follow to enhance your ability to get quality and useful information:

- Identify yourself and USF as the organization that you represent.
- Inform the reference of the reason for your call.
- Ask questions/follow-up questions that will solicit information about the candidate's ability to perform in the position.
- If the reference is unwilling to comment on the candidate's performance, please document your attempts and request additional references from the candidate who will attest to the candidate's work-related performance.