



Reference Check for [\_Position Title\_]

Section I: Candidate Information

Name: \_\_\_\_\_

UNLV Position Title: \_\_\_\_\_

UNLV Department: \_\_\_\_\_

Section II: Reference Contacted

Name: \_\_\_\_\_

Employer / Position: \_\_\_\_\_

Length of Relationship with Reference: \_\_\_\_\_

Relationship with Candidate:  Supervisor  Co-Worker  Academic  Other

Describe Relationship: \_\_\_\_\_

Section III: Position Held Information

Position held by Candidate: \_\_\_\_\_

Employer: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Section IV: Reference Questions

Instructions

Identify yourself, your institution, your reason for calling and the position for which the candidate has applied. If necessary, briefly describe the duties and responsibilities of the position the candidate is seeking.

How would you rate the candidate's ...?

	Excellent	Above Avg.	Average	Below Avg.	Unsatisfactory
Job Knowledge / Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completion of Work in an Accurate / Timely Manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. What are the candidate's strengths? Please give examples.

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2. What are the areas in which the candidate needed improvement? Please give examples.

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3. What was the reason for the candidate leaving?

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4. Is the candidate eligible for rehire? If not, why?

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5. Is there additional information that you would like to provide that would be pertinent in considering this candidate for employment?

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**Section V: Reference Check**

Conducted By: \_\_\_\_\_

Reference Check Date: \_\_\_\_\_