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 ...?

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<tr>
<th></th>
<th>Excellent</th>
<th>Above Avg.</th>
<th>Average</th>
<th>Below Avg.</th>
<th>Unsatisfactory</th>
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<tr>
<td>Job Knowledge / Skills</td>
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<td>Quality of Work</td>
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<td>Completion of Work in an</td>
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<td>Accurate / Timely Manner</td>
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<td>Customer Service Skills</td>
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<td>Work Relationships</td>
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<td>Attendance</td>
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</table>
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?

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

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

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

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

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Section V: Reference Check
Conducted By: ________________________________________________________________
Reference Check Date: ___________________________________________________________