



Reference Check for

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:

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...

Rating

Job Knowledge / Skills

Quality of Work

Completion of Work in an Accurate / Timely
Manner

Customer Service Skills

Work Relationships

Attendance

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

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

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: