

SOUTHEASTERN LOUISIANA UNIVERSITY

Reference Check Form

Name of Applicant _____
Position Applied For _____

Reference Contact Name and Title _____
Reference Employer _____
Telephone Number _____
Relationship to Candidate (Supervisor/ Peer/ Other) _____

1. How do you know the applicant?
2. Describe the most important duties of the position you have open and then ask the person giving the reference how they think the applicant would perform in such a job.

If the reference is a former supervisor or employer representative, you may want to ask the following questions to help determine suitability for the job.

3. How would you describe the applicant's overall performance?
4. Approximately how many times in a 12-month period was the applicant late or absent from work, excluding FMLA time and any approved time such as vacation and paid sick time?
5. How well did the applicant get along with coworkers (i.e., teamwork)?
6. How well did the applicant follow directions?
7. What duties did applicant perform the best?
8. What areas could have been improved?
9. Did the applicant have a disciplinary record? If so, please briefly describe the nature of that record and dates of discipline.
10. Were there any incidents of dishonesty, insubordination or threatening behavior? Please describe.
11. What was the reason for leaving?
12. Would you re-employ, and if not, why?

13. Reference Check conducted by:

Name: _____
Title: _____
Date: _____