

**TEXAS WOMAN'S UNIVERSITY
EMPLOYMENT/PROFESSIONAL
REFERENCE CHECK FORM**

Applicant's Name: Current Employer/Former Employer:

Immediate or Former Supervisor's Name/Title:

Candidate's Job Title: Company Telephone Number:

Dates of Employment From: To: Salary:

Reason for Leaving:

To be completed during the telephone reference check conversation:

The candidate states that he/she was employed with your firm as

From: To: and that his/her final salary was Is this correct?

Why did he/she leave?

What were the candidate's general duties?

How well did the candidate get along with co-workers superiors?

What kind of work attitude did the candidate have?

How would you rate the quality of the candidate's work?

What are the candidate's strengths and weaknesses?

Was the candidate dependable?

Can you give me an example?

How was the candidate's attendance? Any issues with tardiness?

Can you give me an example of the candidate's commitment to complete a project?

Can you rate the candidate's honesty and trustworthiness from 1 to 10 (10 being the highest)?

What kind of work environment do you think the candidate would work best in?

Would you recommend the candidate for a position as ?

Is the candidate eligible for reemployment with your company/agency/institution?

Is there anything else you would like to tell me about the candidate?

Reference Check done by:

Title:

Date:

Comments: (also detail any conflicts with information reported by the candidate)