

Reference Check Form

Reference Information	
Date:	Name of Reference:
Company/Agency:	
Title:	Phone:
<p>My name is _____ and I work at the University of South Carolina. I would like to ask you some questions about _____, who has applied for _____ position. Is this a good time to speak with you?</p> <p style="text-align: center;">(If not, offer to contact them at a more convenient time.)</p>	
Questions	
What was your relationship with the applicant?	
Did you directly supervise her/him? Yes No	
What was the applicant's title and dates of employment?	Title:
Dates of Employment: From: To:	
What were the applicant's major job duties?	
How would you evaluate the applicant's work quality and quantity (productivity)?	
How well did the applicant relate to others on the job (including supervisors, customers, subordinates, co-workers)?	
Did she/he supervise others? Yes No If so how many?	
How would you evaluate the applicant's work habits such as punctuality, dependability, observance of work rules, overall attitude, and ability to follow instructions?	

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What was the applicant's reason for leaving your position?

Would you rehire the applicant? Yes No If no, why not?

The major duties of the USC position are (Explain duties).
How do you think the applicant would fit into our position?

Is there anything else you would like to comment on regarding the applicant's employment or job performance?

Additional Notes/Comments about specific job-related skills, knowledge, and abilities:

Signature

Date