



# Employment Reference Check

Office of Human Resources

*Please keep completed reference checks **confidential** and archived with the search file for 3 years.*

## A- Applicant Information

Applicant Name

Position Applying For

Reference Supplied By

Title

Company

Phone

Employed From

To

## B- Employment Information

In what capacity do you know the candidate?

Were you his/her immediate supervisor?

Yes  
No

If no, what is your professional relationship ?

If previous employer, what were his/her job duties?

Please describe any relevant technical skills that he/she possesses.

## C- Performance Comments

Strengths?

Areas for Improvement?

