

## Reference Check Template

### Section I: Applicant Information

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Position title

\_\_\_\_\_  
College/Org and Department/Unit

### Section II: Reference Contacted

\_\_\_\_\_  
Person Contacted

\_\_\_\_\_  
Employer/Organization

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Position title of person contacted:

\_\_\_\_\_  
Length of Association to Candidate

Relationship to candidate:     Supervisor     Co-Worker     Academic     Other

Describe: \_\_\_\_\_

### Section III: Candidate Information

**Reference must be work relevant or related to academic background**

\_\_\_\_\_  
Position title candidate held

\_\_\_\_\_  
Employer/Organization

\_\_\_\_\_  
Dates of Employment

Identify yourself, your role at Trent, your reason for calling and the position for which the candidate is applying. If necessary, briefly describe the duties and responsibilities of the position the candidate is seeking.



How would you rate his/her punctuality and attendance?	<input type="radio"/> Excellent <input type="radio"/> Acceptable <input type="radio"/> Below Average
Rate his/her time management and organizational skills.	<input type="radio"/> Excellent <input type="radio"/> Acceptable <input type="radio"/> Below Average
How would you rate his/her interpersonal communication skills?  Comments?	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Unsatisfactory
Assess candidate's ability in relating to peers/students.  Comments?	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Unsatisfactory
Rate candidates written skills.  Rate candidate's verbal skills.  Comments?	<input type="radio"/> Excellent <input type="radio"/> Good/ Satisfactory <input type="radio"/> Unsatisfactory  <input type="radio"/> Excellent <input type="radio"/> Good/Satisfactory <input type="radio"/> Unsatisfactory
Adaptability to change?	<input type="radio"/> Excellent <input type="radio"/> Acceptable <input type="radio"/> Below Average
Overall, how would rate the quality of work performed?  Comment?	<input type="radio"/> Consistently high quality <input type="radio"/> Meets job requirements <input type="radio"/> Needs improvement

Describe the candidate's ability to make sound and timely decisions.

Comment on the candidate's ability to cope in a diverse and complex work environment.

What areas could the candidate improve upon?

Was the candidate the subject of any disciplinary action or legal proceedings? If yes, please briefly describe the circumstances and the outcome.

Would you rehire this person? If no, why not?

Is there anything else you would like to add?

\_\_\_\_\_  
**Signature of Person Checking References**

\_\_\_\_\_  
**Date**