Delaware State University
Reference Checking Form

Name of Candidate: __________________________________________

Person Contacted: ___________________________ Position/Title: ___________________________

Name of Company/Institution: __________________________________

Address of Company/Institution: __________________________________________

Telephone Number: ______________________________________

1. I would like to verify some of the information given to us by ______________________ who is applying for a position with Delaware State University. What were the dates of his/her employment with you? From ______________________ To ______________________.

2. What was the nature of his/her position with you? __________________________________

3. What do/did you think of his/her work? __________________________________

4. How would you describe his/her performance in comparison with other people? __________________________

5. What job progress did he/she make? __________________________

6. Why did he/she leave your organization? __________________________

7. Would you re-employ this person? [ ] Yes [ ] No, Why not? __________________________

DSU Human Resources: January 2005
8. What are his/her strong points?

________________________________________________________________________

________________________________________________________________________

9. What are his/her limitations?

________________________________________________________________________

________________________________________________________________________

10. How did he/she get along with other people?

________________________________________________________________________

________________________________________________________________________

11. On a scale of 1 to 5, (1 being the worst, 5 being the best), how would you describe his/her:
   • Attendance _____
   • Dependability _____
   • Ability to Take on Responsibility _____
   • Potential for advancement _____
   • Degree of supervision needed _____
   • Overall attitude _____

12. Does this person represent any danger in the workplace?  □ No  □ Yes, explain

________________________________________________________________________

________________________________________________________________________

13. Is there anything else of significance that we should know?

________________________________________________________________________

________________________________________________________________________