VILLANOVA UNIVERSITY

Reference Check Form

Effective reference checking is a critical part of determining an applicant's suitability for a particular position. It is the responsibility of the hiring department to conduct reference checks on all final candidates following the interview and *before* an offer of employment may be extended. **Offers of employment should not be extended *under any circumstances* until at least two job references have been contacted for the final candidate.** Hiring managers are urged to contact the candidate's most recent supervisor whenever possible.

Inform the finalist you will be contacting references before starting this process. Confirm with the finalist the names and phone numbers of their references, using the reference information from the candidate's application.

Once complete, send a copy of this form to Human Resources, and retain the original for your records. Any additional information or comments should be attached.

Name of candidate: _____ Date of application: _____

Position applied for: _____

Employment History (<u>most recently</u> held position) - This must be completed.

Name of Employer: _____ Person contacted: _____

Telephone number: _____ Title/relationship to applicant : _____

Check yes if data matches resume; check no if it conflicts and specify conflicting data.

Applicant's job title: Yes   No   Other - Specify: _____

Dates of employment: Yes   No   Other - Specify: _____

Job duties: Yes   No   Other - Specify: _____

Performance Information

Check one box and note the supervisor's comments regarding the appraisal.

Overall job performance: Excellent   Good   Fair   Unsatisfactory

Comments: _____

Work habits: Excellent   Good   Fair   Unsatisfactory

Comments: _____

Working relationships: Excellent   Good   Fair   Unsatisfactory

Comments: _____

Reason for leaving: Excellent   Good   Fair   Unsatisfactory

Comments: _____

Eligible for rehire: Excellent   Good   Fair   Unsatisfactory

Comments: _____

Employment History (<u>previously</u> held position) - This must be completed.

Name of Employer: _____   Person contacted: _____

Telephone number: _____   Title/relationship to applicant : _____

Check yes if data matches resume; check no if it conflicts and specify conflicting data.

Applicant's job title: Yes   No   Other - Specify: _____

Dates of employment: Yes   No   Other - Specify: _____

Job duties: Yes   No   Other - Specify: _____

Performance Information

Check one box and note the supervisor's comments regarding the appraisal.

Overall job performance: Excellent   Good   Fair   Unsatisfactory

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Working relationships: Excellent   Good   Fair   Unsatisfactory

Comments: _____

Reason for leaving: Excellent   Good   Fair   Unsatisfactory

Comments: _____

Eligible for rehire: Excellent   Good   Fair   Unsatisfactory

Comments: _____

Additional comments:

References checked by:_____   Date:_____