

# Reference Check Form

Department of  
Human Resources

Please describe the main responsibilities/type of work the candidate did while working for you.

Why did the candidate leave their position?

Using poor, satisfactory, good, or excellent as a scale, please rate the candidate on the following items:

Ability to learn new tasks

Work independently

Dependability

Trustworthiness

Initiative

Punctuality/attendance

Time management and  
organizational skills

Teamwork

Relating to peers/students

Written skills

Verbal skills

Leadership skills

Adaptability to change

Quality of work

Do you have any comments for the competencies above?

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?

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**Print Name**

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**Date**