Florida Gulf Coast University
Human Resources
Employment Reference Verification

Name of Candidate: __________________________

Person Contacted: __________________________

Title: __________________________

Company: __________________________

Length of Time Known: __________________________

How do you know Candidate: __________________________
(Supervisor, Co-Worker, etc)

Employment Dates
Beginning __________ / __________
(Month/Year)
Ending __________ / __________
(Month/Year)

PREPARE A BRIEF INTRODUCTION TO DESCRIBE THE VACANCY.

1. What positions(s) did the candidate occupy during employment? Dates?

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

3. What was your perception of the quality of his/her work?

4. What advancements did he/she make in this position?

5. What is your assessment of the candidate’s abilities/skill in the following area (with examples):

   Organizational skills

   Verbal skills

   Writing skills

   Dealing with the public

   Motivation

   Interpersonal/Team skills
Interaction with Coworkers

Computer/Technical Skills

6. Were there any specific professional strengths and/or weaknesses that this person exhibited that would be important to share with us?

7. How did he/she interact with co-workers, supervisor or those he/she supervised?

8. Please comment on the following:
   (a) Adherence to employer policies
   (b) Dependability
   (c) Ability to take on responsibility
   (d) Potential for advancement
   (e) Degree of supervision required
   (f) Attention to detail
   (g) Overall attitude

9. Acknowledging that everyone makes errors, how does he/she respond to his/her errors when they occur?

10. Did candidate have any professional difficulties that interfered with his/her work?

11. Under what circumstances did this candidate leave your employment?

12. Would you re-employ this individual? YES_______NO_______

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

Reference conducted by

Date

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