



## REFERENCE CHECK FORM (CONFIDENTIAL)

**TO THE APPLICANT:** Reference checks are a part of Lamar University's hiring Policy. Your signature in the space below indicates your permission for the release of information concerning your employment history and/or background.

\_\_\_\_\_  
Applicant's Name *(please print)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Do not complete any other information on this form*

Position Applied For: \_\_\_\_\_ Position Number: \_\_\_\_\_

Type of Reference checked:       Professional       Former Employer

Name & Title of Reference Contacted: \_\_\_\_\_

Company Name of Reference *(if applicable)* \_\_\_\_\_ Date: \_\_\_\_\_

	Excellent	Above Average	Average	Below Average	NA
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Communicate Orally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Communicate in Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment (Ability to Think Logically)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Habits (Accuracy, Promptness, Initiative, Reliability)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Performance in Classroom or on the Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to get Along with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you employ or re-employ this individual?      Yes or No  
*(circle one)*

If no, why would you not re-employ? \_\_\_\_\_

Name of Person Completing this Reference Check: \_\_\_\_\_  
*(Please Print)*

\_\_\_\_\_  
*(Signature)*      Date: \_\_\_\_\_

Hiring Manager or Search Committee Chair: \_\_\_\_\_  
*(If different than person completing the Reference Check)*      *(Signature)*

Date: \_\_\_\_\_