

REFERENCE CHECK FORM
(CONFIDENTIAL)

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
(check one)

If no, why would you not re-employ? _____

Name of Person Completing this Reference Check: _____
(Please Print)

_____ **Date:** _____
(Signature)

Hiring Manager or Search Committee Chair: _____
(If different than person completing the Reference Check)

_____ **Date:** _____
(Signature)

Lamar University is an Equal Opportunity Employer