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: _________

Leadership
- □ Excellent □ Above Average □ Average □ Below Average □ NA

Ability to Communicate Orally
- □ □ □ □ □

Ability to Communicate in Writing
- □ □ □ □ □

Judgment (Ability to Think Logically)
- □ □ □ □ □

Work Habits (Accuracy, Promptness, Initiative, Reliability)
- □ □ □ □ □

Work Performance in Classroom or on the Job
- □ □ □ □ □

Ability to get Along with Others
- □ □ □ □ □

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) ____________________________________________ Date: __________
(Signature)

Hiring Manager or Search Committee Chair: ____________________________________________ Date: __________
(If different than person completing the Reference Check) (Signature)

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