

**EMPLOYMENT REFERENCE CHECK**

Name of Applicant \_\_\_\_\_  
Position Applied For \_\_\_\_\_  
Company Contacted \_\_\_\_\_  
Person Contacted \_\_\_\_\_ Position \_\_\_\_\_

\_\_\_\_\_ has applied for employment with the University of Pennsylvania.  
(name of applicant)

We would like to verify information that we received from this candidate regarding his/her employment with you.

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Could you please tell me his/her dates of employment with your organization? \_\_\_\_\_

Were you his/her immediate supervisor? \_\_\_\_\_ (if no) Could you please tell me what your professional relationship was to this individual? \_\_\_\_\_

Please describe the duties that this individual performed for your organization: \_\_\_\_\_

Please rate this individual on the following criteria:

	Poor	Good	Very Good	Excellent
Attendance	_____	_____	_____	_____
Productivity	_____	_____	_____	_____
Quality of Work	_____	_____	_____	_____
Initiative	_____	_____	_____	_____
Reliability	_____	_____	_____	_____
Specialized Skills	_____	_____	_____	_____

Would you re-hire this person?  Yes  No Why? \_\_\_\_\_

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(for interviewer) Please summarize this reference, including expanding on information from above section:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check if employer has policy prohibiting or limiting the amount of information provided on former employees.

Interviewer \_\_\_\_\_ Date \_\_\_\_\_  
School \_\_\_\_\_ Department \_\_\_\_\_