SOUTHEASTERN LOUISIANA UNIVERSITY
Reference Check Form

Name of Applicant ________________________________________________________
Position Applied For_______________________________________________________

Reference Contact Name and Title ____________________________________________
Reference Employer _______________________________________________________
Telephone Number ________________________________________________________
Relationship to Candidate (Supervisor/ Peer/ Other)_____________________________

1. How do you know the applicant?

2. Describe the most important duties of the position you have open and then ask the person
giving the reference how they think the applicant would perform in such a job.

If the reference is a former supervisor or employer representative, you may want to ask
the following questions to help determine suitability for the job.

3. How would you describe the applicant’s overall performance?

4. Approximately how many times in a 12-month period was the applicant late or absent
from work, excluding FMLA time and any approved time such as vacation and paid sick
time?

5. How well did the applicant get along with coworkers (i.e., teamwork)?

6. How well did the applicant follow directions?

7. What duties did applicant perform the best?

8. What areas could have been improved?

9. Did the applicant have a disciplinary record? If so, please briefly describe the nature of
that record and dates of discipline.

10. Were there any incidents of dishonesty, insubordination or threatening behavior? Please
describe.

11. What was the reason for leaving?

12. Would you re-employ, and if not, why?

13. Reference Check conducted by:

Name: _____________________________________________________________
Title: ______________________________________________________________
Date: _______________________________________________________________