Loyola Reference Checking Form

Before posing questions, identify yourself, your position with Loyola and the reason why you are calling. If a reference is reluctant to talk, offer to fax or mail the consent form obtained from the applicant.

Candidate for employment:

_________________________________________________________________________________

Company where employed__________________________________________________________

Person providing reference_________________________________________________________

Could you describe your relationship with the applicant and how long you worked together?

_________________________________________________________________________________

Why did this candidate leave your company? (If applicable)

_________________________________________________________________________________

What position did the applicant hold with your company?

_________________________________________________________________________________

What types of responsibilities did the applicant handle in that position, and which ones were most important?

_________________________________________________________________________________

_________________________________________________________________________________

What aspects of the job did the applicant handle particularly well?

_________________________________________________________________________________
In which areas of the job was the applicant weak or could have benefited from additional training or experience?

__________________________________________________________________________
__________________________________________________________________________

How would you say the applicant got along with the following individuals?

Peers? _________________________________________________________________

Subordinates? __________________________________________________________

Supervisors? __________________________________________________________

How much and what type of supervision did the applicant need?

________________________________________________________________________

Compared to other workers holding similar positions, how did the applicant perform?

________________________________________________________________________

Would you hire this person for the same position again? _____________________
If not this position, is there another job the applicant could have done well in?

________________________________________________________________________

Do you have any reason to believe this individual could be a threat to co-workers or students?

________________________________________________________________________

Interviewer’s name: ________________________________________________

Signature: ___________________________________________________________ Date ___ ___ ___