



## 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:

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Company where employed \_\_\_\_\_

Person providing reference \_\_\_\_\_

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

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

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What position did the applicant hold with your company?

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

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

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

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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?

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

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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?

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

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Interviewer's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_