



# Employment Reference Check

The individual conducting a verbal check on a candidate must complete this form.

Candidate's Name: _____	Date of Check: _____
Position Requisition # _____	Position Title: _____
Individual conducting check: _____	

## PREVIOUS EMPLOYMENT INFORMATION

Contact at least one. The individual may be a supervisor, Human Resources representative or other employee who can verify.

Previous Employer: \_\_\_\_\_

Individual Contacted: \_\_\_\_\_

Candidate's job title when employed: \_\_\_\_\_

Summary of Duties: \_\_\_\_\_

### Potential Suitability for Proposed Position

Based on the job title and a summary of the duties, do you feel this individual is suitable for the position they have applied for at UNL?  Yes

No, reason: \_\_\_\_\_

### Job performance rating:

Quantity of Work/Productivity .....	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Quality of Work .....	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Behavior/Cooperation .....	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Other job-related performance as determined by Hiring Manager .....	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Overall .....	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor

Reason for Leaving: \_\_\_\_\_

Is the individual eligible for rehire?  Yes  No, reason: \_\_\_\_\_

## PROFESSIONAL REFERENCE

Contact at least one. The individual may be a work-related reference, such as a supervisor, co-worker, or other colleague.

Individual Contacted: \_\_\_\_\_

Relationship: \_\_\_\_\_

What is your first-hand knowledge of the candidate's work performance?  
\_\_\_\_\_  
\_\_\_\_\_

### Potential Suitability for Proposed Position

Based on the job title and a summary of the duties, do you feel this individual is suitable for the position they have applied for at UNL?  Yes

No, reason: \_\_\_\_\_

### Other Job-Related Comments/Notes:

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