

ELON UNIVERSITY

Office of Human Resources Staff Reference Check Form

Person contacted _____

Position/Title _____

Organization _____

I would like to verify some information provided to me by _____
who is applying for the position of _____ at Elon University.

1. How long have you known this person? _____

In what capacity?

2. What were the duties and responsibilities of his/her job?

3. How would you evaluate the overall quality of work performed?

outstanding good average poor unsatisfactory

4. Could you comment on the candidate's ability to work with and relate to:

Management

Peers

Support Personnel

5. Could you comment on the candidate's:

Strengths

Weaknesses

6. If you had a position available for which this person was qualified, would you hire him/her?

7. Could you comment on the candidate's:

Attendance

Dependability

Ability to take on new responsibilities

Potential for advancement

Degree of supervision needed

Overall attitude

Initiative

8. Is there anything else of significance I haven't asked you that you think would be important to know about the candidate?

Completed by _____

Title _____

Date _____