

# ANR Sample Reference Check

Date: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Job Number: \_\_\_\_\_ Reference Checked By: \_\_\_\_\_

Name of Reference:	Company:
Title:	Phone:

I would like to verify some of the information given to us by \_\_\_\_\_, who is applying for a position with the Department of \_\_\_\_\_ at UC ANR.

Note: Questions must be **job related**. Responses should be documented information.

What was your relationship with the applicant?

Did you directly supervise her/him?

What was the applicant's title and dates of employment?

What were the applicant's major job duties?

How well did the applicant relate to others on the job?

How would you evaluate the applicant's work quality and quantity (productivity)?

What were some of the applicant's strengths?

In what areas did the applicant need improvement?

How would you evaluate the applicant's work habits such as attendance, punctuality, dependability, and observance of work rules?

What was the applicant's reason for leaving?

Would you rehire the applicant?

What job progress did the applicant make?

If you experienced any difficulties, were they discussed with the employee? Was there improvement?

**Section to probe further about specific job-related experience and skills, knowledge and abilities such as: communication, supervision, financial, analytical, contract and grants administration, customer service, etc.**

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

Revised 2/19/20