

West Virginia University - Division of Human Resources - Employment Reference Check Form

Please complete this form on the selected candidate. You should attempt to go back at least 10 years whenever possible. It is recommended that you obtain first hand information from the candidate's immediate supervisor and evaluative information. Return this information to Human Resources with your candidate evaluation form at the end of your recruitment campaign.

Candidate's Name: _____ Date Contacted: _____

Name of Person Contacted: _____ Title: _____

Employer/Organization Name: _____ Telephone Number: _____

SCRIPT: My name is **(your name)** from **(your department)** at West Virginia University. We are considering **(candidate's name)** for employment and would like to verify their employment with your organization. I would like to ask you the following questions:

Are you the candidate's immediate supervisor? Yes No If no, what is your association with this person? _____

Can you please verify their: Position Title _____ Dates of Employment _____

Unable to secure employment references on this candidate. Company policy does not permit releasing of information.

Please rate the following:	Below Average	Average	Above Average
Quality and Quantity of Work thoroughness, accuracy, speed, diligence, consistency			
Accountability takes responsibility for assigned work and duties			
Works independently with minimal supervision			
Cooperation works well with others, participates in group settings			
Attitude / Interpersonal Skills positive, enthusiastic toward job			
Customer Service respectful and friendly communication with others			
Attendance/Dependability/Punctuality <i>(see Script below)</i>			
Computer Skills if applicable			
Overall Performance (circle one)	Does Not Meet Requirements	Meets Requirements	Exceeds Requirements

SCRIPT: When obtaining information related to Attendance/Dependability/Punctuality, communicate to the employer that you are not seeking information about an individual's legitimate use of sick leave or annual leave, which would include FMLA, STD, LTD and/or Worker's Compensation. You could phrase your question in the following manner. *Please tell me of any issues you have encountered with this person's attendance/dependability/punctuality if any, which does not relate to this individual's use of leave.*

Would you rehire this person? Yes No Do you have any final comments about the candidate's strengths and/or weaknesses?

Hiring Supervisor's Signature

Date