



REFERENCE CHECK FORM

Pre-employment references solicited by the University are confidential and may not be released to the applicant, employee, or public. Prior to extending an offer of employment, it is required that reference check(s) be completed on the selected candidate.

Although use of this Reference Check Form is optional, the questions on the form are required to be asked by the representative conducting the reference check and saved in accordance with the UNC-Chapel Hill Records Retention and Disposal policy.

The applicant’s signed application authorizes the State to request information pertinent to the applicant’s work experience, education, and training.

REFERENCE INFORMATION BEING REQUESTED ON:

Applicant’s Name:			
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REQUESTING AGENCY INFORMATION (To be completed by the hiring department):

Date of Request:	
Name of Hiring Department:	
Department Address:	
Representative Name:	
Representative Title:	
Representative Phone:	
Representative Email:	

EMPLOYER INFORMATION (To be completed by previous/current employer if by email; or by hiring department if by phone):

This Reference Furnished By:	<input type="checkbox"/> Phone	Number:
	<input type="checkbox"/> Email	Address:
Date Completed:		
Name of Employer:		
Representative Name:		
Representative Title:		
Representative Phone:		

If requested by email, please return to the Department Representative’s email address listed above.



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APPLICANT INFORMATION:		
Job Title:		
Employment Dates:	From:	To:
Reason for Leaving:		
Major Job Duties:		
Special Skills:		
Met job requirements in terms of quantity of work?	<input type="checkbox"/> Exceeded Requirements <input type="checkbox"/> Met Requirements <input type="checkbox"/> Did Not Meet Requirements	
Met job requirements in terms of quality and accuracy of work?	<input type="checkbox"/> Exceeded Requirements <input type="checkbox"/> Met Requirements <input type="checkbox"/> Did Not Meet Requirements	
What were some of the applicant's strongest competencies or skills?		
What were some competency or skill areas that the applicant needs development in?		
What was the employee's last overall performance rating?		
Cooperated with fellow employees, subordinates (if applicable) and supervisors?	<input type="checkbox"/> YES <input type="checkbox"/> NO	



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Able to use independent judgement and discretion?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Was the applicant involuntarily terminated for cause during employment?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Did the applicant receive an oral or written warning for performance or serious misconduct in the last eighteen months of employment?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Would you rehire (or retain) this person?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Your relationship to applicant?	<input type="checkbox"/> Manager/Supervisor <input type="checkbox"/> Colleague <input type="checkbox"/> Mentor <input type="checkbox"/> Other:
Additional Comments/Explanations:	