

**College of Charleston
Reference Check Form**

Reference Completed by: _____

Date: _____

Person Contacted: _____ Title _____

A former employee, (Applicant's Name) _____ is being considered for a position with the College of Charleston.

He/she has consented to the release of information about his/her past employment and I would like to verify some information about him/her. *(If requested, provide a fax/email copy of the Authority to Release Information from the employment application)*

Organization/Employer contacted: _____

Did you supervise the applicant? _____ Yes _____ No

Dates of employment: From: _____ To: _____

Position held: _____

Why did he/she leave employment? _____

Eligible for rehire? _____ Yes _____ No

Please try to gather the following information. Some organizations may not release the information due to their policies.

- I understand he/she was making approximately \$_____ Is that correct? Yes ___ No ___
- The candidate is applying for a position that will *(describe key duties/responsibilities)*. Do you believe the candidate's experience with your organization demonstrates the ability to be successful in this job? Why or why not?
- What were his/her strengths?
- What areas could he/she improve upon or be more knowledgeable?
- *(If the candidate will hold a supervisory position, ask the following)*: Did this person work in a supervisory role? If yes: If I spoke to those employees, how do you think they would describe his/her management style?
- Are you aware of any complaints or investigations regarding this individual's conduct? If so, can you provide any details?
- Is there anything I haven't asked that someone considering this person for a job should be aware of before making a hiring decision?