

**SOUTH TEXAS COLLEGE
EMPLOYMENT REFERENCE CHECK-
PROFESSIONAL WORK EXPERIENCE DOCUMENTATION**

APPLICANT _____ POSITION _____

Name of Former Employer _____ Phone _____

Person Contacted _____ Title _____

Sample script: "This is _____ and I work at South Texas College. We
(name/title)
would like to verify employment information for _____ as we
(candidate's name)
are considering him/her for a _____ position with our College. He/She has
given consent for us to check his/her employment with your organization."

What was your employment relationship with _____ ? _____

How long did you supervise (work with) him/her? _____

What was _____ 's position/job title? _____

What was the beginning date of employment _____ Ending date _____

What were the duties and responsibilities of his/her position _____

What were his/her strengths? _____

What areas for improvement? _____

What leadership capabilities did she/he have? _____

Describe how he/she got along with other employees? _____

Would you comment on his/her:

Attendance _____

Dependability _____

Ability to take on responsibility_____

Ability to work under pressure_____

Degree of supervision needed_____

Quality of work_____

Quantity of work and timeliness_____

What was the reason _____ left your organization?_____

Would you re-hire?_____

Do you have any additional comments you wish to tell me?_____

Thank you for your assistance. If we can assist you similarly, please call upon us.

Reference checked performed by_____ Date_____

(must be performed by a Professional/Technical Staff (exempt) member or higher)

Reference check reviewed and accepted by _____

(must be signed by an Administrator or higher)