

# Creighton University Reference Check Form

Applicant: \_\_\_\_\_

Position Applied For/REQ Number: \_\_\_\_\_

## Reference Source:

My name is (*caller*) and I am calling from Creighton University. (*Applicant's name*) has listed you as a reference. As part of the selection process, I would like to ask you some questions that relate to this candidate's employment history.

Reference Name: \_\_\_\_\_ Company: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Applicant's Job Title: \_\_\_\_\_ Applicant's Dates of Employment: \_\_\_\_\_ - \_\_\_\_\_

What were the circumstances surrounding this employee leaving the company?

Is he/she eligible for rehire? \_\_\_\_\_

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Describe Quality/Quantity of Work: (i.e. ability to multitask/adaptability/ability to work without close supervision)

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Describe Reliability: (i.e. attendance, punctuality)

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Describe Customer Service Skills: (external customers/internal customers (i.e. co-workers))

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Describe Team Relationship Skills: (what type of environment did (candidate) work in?)

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Strengths:

Weaknesses: (and/or area (candidate) needs improvement?)

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Other: (What is the most memorable contribution (candidate) made while at the company?)

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Reference Check Completed By (Print Name)

Date

Recommendation to hire (yes/no)