

## REFERENCE RECORD

My name is \_\_\_\_\_ and I work in the \_\_\_\_\_ department at Appalachian State University. We are filling a position within our department and would like to verify some employment information on \_\_\_\_\_ who was employed by you from \_\_\_\_\_ until \_\_\_\_\_.

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1. What position did he/she hold? \_\_\_\_\_

2. Would you evaluate his/her work as:

Above Average ( )

Average ( )

Below Average ( )

3. What are his/her strong points? \_\_\_\_\_

4. What are his/her weak points? \_\_\_\_\_

5. How did he/she get along with other people? \_\_\_\_\_

6. Would you comment on his/her:

A. Attendance \_\_\_\_\_

B. Dependability \_\_\_\_\_

C. Ability to take on responsibility \_\_\_\_\_

D. Ability to follow instructions \_\_\_\_\_

F. Degree of supervision needed \_\_\_\_\_

F. Overall attitude \_\_\_\_\_

G. Quality of work \_\_\_\_\_

H. Quantity of work \_\_\_\_\_

7. Did he/she have any personal difficulties that interfered with his/her work?  
\_\_\_\_\_

Why did he/she leave the position? \_\_\_\_\_

Would you re-employ? Yes  No

Why not?  
\_\_\_\_\_

8. Is there anything else you would like to comment on regarding this individual's employment or job performance?  
\_\_\_\_\_  
\_\_\_\_\_

Name of Reference and Company: \_\_\_\_\_

Date contacted: \_\_\_\_\_