UNIVERSITY of **HOUSTON**

REFERENCE CHECKING FORM

Candidate's Name _____Date of Reference_____

Name of Reference: _____ Relationship to Candidate_____

Reference taken by _____ ☐ Refused to provide reference

Suggested Reference Script

_____has applied to the University of Houston's _____
       (Candidate's Name)   (Name of Department)

as a/an_____ and has stated that he/she was in your employ
                    (Position Title)

from _____ to _____in the capacity of _____ (Prior
           Employment Dates)   (Prior Position Title)

He/She has given us permission to contact you and I would like to ask you a few questions regarding his/her employment while with your organization. May I begin?"

Hire Date: _____ Separation Date: _____ Position Held: _____
                                                       (verify resume/application data)

Would you briefly describe what _____'s job duties were and degree of independence?
                                  (Candidate's Name)

Were there opportunities for teamwork? ☐ Yes ☐ No If Yes, what role did _____
usually take on a team?   (Candidate's Name)

Did he/she prefer working alone or in groups? ☐ Alone ☐ In Groups
How would you describe his/her awareness of the needs of others, particularly customers and/or fellow team members? Do you remember any specific examples?

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Did _____ seem inclined to sacrifice quantity for quality or the reverse, quality for
(Candidate's Name)   quantity?

If _____ didn't like something in the workplace, was he/she more likely to
(Candidate's Name)

☐ identify the problem or to ☐ initiate correction or change?

What were _____'s particular strengths and what areas did he/she need
(Candidate's Name)   improvement in?

In rating performance as **Excellent, Good, Adequate, Unsatisfactory,** how was his/her:
(Identify/inquiry about performance standards required for the position the candidate is being
considered for at UH)

Technical Ability .... ☐ E   ☐ G   ☐ A   ☐ U

Quality of Work .... ☐ E   ☐ G   ☐ A   ☐ U

Independent Problem-Solving .... ☐ E   ☐ G   ☐ A   ☐ U

Customer Service .... ☐ E   ☐ G   ☐ A   ☐ U

Ability to Take Instruction .... ☐ E   ☐ G   ☐ A   ☐ U

Ability to Accept Feedback .... ☐ E   ☐ G   ☐ A   ☐ U

Teamwork/Cooperation .... ☐ E   ☐ G   ☐ A   ☐ U

Leadership .... ☐ E   ☐ G   ☐ A   ☐ U

Effective Use of Time .... ☐ E   ☐ G   ☐ A   ☐ U

Attendance Record .... ☐ E   ☐ G   ☐ A   ☐ U

Other: .... ☐ E   ☐ G   ☐ A   ☐ U

Other: .... ☐ E   ☐ G   ☐ A   ☐ U

Other: .... ☐ E   ☐ G   ☐ A   ☐ U

Other: .... ☐ E   ☐ G   ☐ A   ☐ U

Would you re-employ _____? ☐ Yes ☐ No If no, why not?
(Candidate's Name)

Any additional comments?