

Oklahoma Baptist University

REFERENCE VERIFICATION FORM

(Verify that the applicant has provided permission before conducting reference checks.) Explain the reason for your call and verify the information with the supervisor (including the reason for leaving). Sign and date form after completion.

Candidate Name:	
Company Name:	
Reference Name:	
Dates of Employment:	From: To:
Position(s) Held:	
Salary History:	
Please describe the type of work for which the candidate was responsible.	
How would you describe the applicant's working relationship (with co-workers, etc.).	
How would you describe the applicant's attitude toward work?	
How would you describe the quantity and quality of the applicant's work?	
What were the applicant's strengths on the job?	

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What areas did you think the applicant needed to improve/further develop?

If you had a position open for which the applicant was qualified, would you rehire him/her?

Why or why not?

Other Comments?