

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

**Candidate Information:**

Candidate's Name: \_\_\_\_\_

USF Job Posting Name and Number: \_\_\_\_\_

**Organization and Reference Information:**

Organization Contacted: \_\_\_\_\_

Position Held at Contacted Organization: \_\_\_\_\_

Employment Status: ☐ Full Time ☐ Part Time

Average Hours Per Week: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Title: \_\_\_\_\_

Relationship to Candidate: ☐ Supervisor ☐ Co-Worker ☐ Other

Explain: \_\_\_\_\_

Contact Method: ☐ Phone ☐ Email ☐ Letter ☐ Other**Reference Questions:**

What was the working relationship you had with this person? Length of time worked with?

How would you describe their interpersonal skills?

What would you say motivated the individual most?

What would you say are their strongest attributes?

Would you rehire/recommend for rehire?

Has the candidate been subject to a workplace investigation while under your supervision or management? If yes, please explain.

Is there anything you would like to add? (please limit your response to job-related events attributed to the Candidate during their employment within the last 7 years)

If you are unable to obtain the reference check per the reasons stated in the policy, provide your explanation here:

**USF Employee Conducting Reference Check:**

_____ Name	_____ Job Title
_____ Email	_____ Phone Number
_____ Signature	_____ Date

Applicant Authorization (Only necessary if required by former employer):

I hereby consent to the release of any information maintained about me by all previous employers, educational institutions, law enforcement authorities, licensing boards or any other entity, agency, or individual which the University of South Florida may contact to secure references or records.

_____ Applicant Signature	_____ Date
_____ Print Name	

**Obtaining complete job-related employment reference information is a mandatory step in the recruitment and job offer process. Professional reference checks (not a personal friend, neighbor, acquaintance) must be conducted for both external candidates and for current employees who are applying for transfer and/or promotion. Please visit the following link for the full reference check policy: [USF Policy 0-616](#)**

**Here are some important steps to follow to enhance your ability to get quality and useful information:**

- Identify yourself and USF as the organization that you represent.
- Inform the reference of the reason for your call.
- When conducting reference checks, questions should be phrased in a manner that seeks objective and job-related information. Any information volunteered by the reference that is not job-related shall be disregarded in the decision-making process.
- If the reference is unwilling to comment on the candidate's performance, please document your attempts and request additional references from the candidate who will attest to the candidate's work-related performance.