

Professional Reference Check

Applicant's Name	
Company	Telephone No.
Person Contacted	Title

1. Can you comment on the applicant's relationships with his/her supervisors?

2. Can you comment on the applicant's relationship(s) with his/her other co-workers?

3. Can you comment on the applicant's experience handling large-scale programs/projects?
*(Public Speaking/superior oral skills, Securing grants/handling outside funding sources,
Compiling/managing large and multi-funded projects)*

4. Can you comment on the applicant's attitude toward his/her job responsibilities? *(Quantity
and Quality of work, work ethic, etc.)*

5. Do you have anything you would like to add?

Employee Checking Reference

Date Reference Check Conducted

Academic Verification

College Name	Telephone No.
Degree	Confirmed Yes or No
Contact	Position
Comments	

Academic Verification

College Name	Telephone No.
Degree	Confirmed Yes or No
Contact	Position
Comments	

Academic Verification

College Name	Telephone No.
Degree	Confirmed Yes or No
Contact	Position
Comments	

Personnel Technician

Date Academic Verification Conducted