*Hiring managers* ***must submit a minimum of TWO*** *employment verification checks.*

***How to upload to People Admin:*** *Combine your two (or more) verification forms into one single PDF document. Attach this single PDF to hiring proposal in PeopleAdmin.*

**Purpose:** A reference check is a valuable tool in the recruitment process to verify facts and obtain information about the candidate. All Sections should be completed to be considered a valid reference. Indicate N/A if the questions is not applicable.

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| ***For current or former university employees, please use the records request form. Located in*** [***forms***](https://www.hr.txstate.edu/forms.html) ***> Employment > Employment Verification > Current & Former Employee HR Records Request***  |

**DO NOT CONDUCT A CHECK WITHOUT A COMPLETED APPLICATION FORM**

|  |  |  |
| --- | --- | --- |
| Applicant Name: |  |  |
| Date of Reference Check: |  |  | Person Checking Reference: |  |
| Reference Name: |  |  | Reference Organization: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Relationship to Applicant: | [ ]  Supervisor | [ ]  Coworker | [ ]  Professional | [ ]  Non Professional (Friends, family members, etc.) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of Employment:  | From: |  |  | To: |  |

Position(s) Held:

|  |
| --- |
| What was the nature of his/her job? |
|  |
| Salary: |  |  | Reason for Separation:  |  |

Please rank the candidate based on the following areas:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Attendance | [ ]  Poor | [ ]  Fair  | [ ]  Good | [ ]  Very Good | [ ]  Excellent | [ ]  N/A |
| Dependability | [ ]  Poor | [ ]  Fair  | [ ]  Good | [ ]  Very Good | [ ]  Excellent | [ ]  N/A |
| Willingness to assume responsibility | [ ]  Poor | [ ]  Fair  | [ ]  Good | [ ]  Very Good | [ ]  Excellent | [ ]  N/A |
| Ability to follow instructions | [ ]  Poor | [ ]  Fair  | [ ]  Good | [ ]  Very Good | [ ]  Excellent | [ ]  N/A |
| Quality of Work | [ ]  Poor | [ ]  Fair  | [ ]  Good | [ ]  Very Good | [ ]  Excellent | [ ]  N/A |
| Quantity of Work | [ ]  Poor | [ ]  Fair  | [ ]  Good | [ ]  Very Good | [ ]  Excellent | [ ]  N/A |

Additional Questions:

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| --- |
| Were there any performance issues/disciplinary actions? Please explain: |
|  |

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| --- |
| What are the candidate’s strengths and weaknesses? |
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| If given the opportunity, would you re-employ this individual? [ ]  Yes [ ]  No |

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| Any additional comments? |
|  |