

## Telephone Reference Check

*Submit (at least) three of these forms with the "SHRA Recommendation for Appointment form" in regard to the applicant you have selected for employment. If candidate is a current employee, only one reference is needed from the current supervisor.*

**Under North Carolina General Statute 126, employment references solicited by the University are considered confidential and may not be released to the applicant, employee, or public.**

Name of Applicant		Employment Dates of Applicant			Current or Last Salary of Applicant with Organization	
		From		To		\$
					<input type="checkbox"/> Year <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Month <input type="checkbox"/> Hour	
Name of Reference, Title		Relationship to Applicant			Reference's Organization	
Title and Duties/Responsibilities of Applicant with Organization						
How would you describe his/her work? (performance, progress)						
Reason for Leaving (if applicable)						
		Comments				
Quality of Work						
Quantity of Work						
Getting Along With Others						
Degree of Supervision needed						
Attendance						
Dependability						
Ability to Assume Responsibility						
Ability to Supervise						
Attitude Towards Supervision						
Potential for Advancement						
Overall Attitude						
Strong Points?				Limitations?		
Would Reference Rehire Applicant?						
<input type="checkbox"/> Yes <input type="checkbox"/> No (If Not, why?)						
Additional Comments						

<b>Reference Obtained by:</b>		<b>Date</b>
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