



## Applicant Reference Check

A reference check provides useful information on an applicant's past work history. It helps departments verify the facts of the applicant's background and uncover information relevant to the duties of the position sought.

A reference check should be conducted on final applicant(s) for all MSU positions, in addition to receipt of letters of reference and official transcripts, where applicable.

Applicant's name (and former names): \_\_\_\_\_

Position applicant has applied for: \_\_\_\_\_

Hiring department: \_\_\_\_\_ Interviewer: \_\_\_\_\_

- Ask to speak to the employee's current/past immediate supervisor. If that person cannot be reached, follow the employee's current/past chain-of-command to speak with someone who has knowledge of the employee's work history.
- Identify yourself, your department, Mississippi State University, your reason for calling, and the position for which the applicant has applied.

1.	Name of person contacted: _____
2.	Relationship to applicant: _____
3.	From what month and year until what month and year did you work with _____?
4.	Can you verify the position(s) that he or she held? _____
5.	Did you have the opportunity to observe _____ in his/her position as _____? <input type="checkbox"/> Yes <input type="checkbox"/> No
6.	How would you describe the quality and quantity of the applicant's work? _____
7.	What do you consider the applicant's strengths? _____
8.	In what areas does he/she need additional development? _____
9.	How would you compare the performance of _____ with that of others who have held the same job? _____
10.	Please describe _____'s work ethic in the context of tardiness, absenteeism, attitude, abuse of sick or vacation time, dependability, trustworthiness, or completion of assigned tasks. _____
11.	In what sort of environment do you think that _____ would work best? _____
12.	Why did _____ leave, or why is _____ interested in leaving your organization? _____
13.	Would you hesitate to re-employ or work with _____ if you had the opportunity? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, why? _____
14.	Is there any additional information that you feel we should have in considering _____ for employment? _____