*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.

|  |
| --- |
| ***For current or former university employees, please use the records request form. Located in*** [***forms***](https://inclusion.txstate.edu/faculty-and-staff/Talent-Acquisition/Forms.html) ***> Talent Acquisition > 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:

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

|  |
| --- |
| What are the candidate’s strengths and weaknesses? |
|  |

|  |
| --- |
| If given the opportunity, would you re-employ this individual?  Yes  No |

|  |
| --- |
| Any additional comments? |
|  |