UW-Parkside Reference Check Form

Name of Candidate: ___________________________ Date: ______________________

Name of Reference: ___________________________ Telephone #____________________

Name of Employer: ___________________________ Name of Inquirer: ________________

An (a former) employee of yours, (candidate’s name) is being considered for employment as a/an (position title) with UW-Parkside. You have been listed as a professional/personal reference. Do you have a few minutes to answer some questions?

1. What is your relationship to the applicant? ______________________________________

2. How long have you known the applicant? ______________________________________

3. Dates of employment:* ______________________________________________________

4. Position(s) held:* ___________________________________________________________

5. Job duties:* ________________________________________________________________

6. Reason for leaving:* _________________________________________________________

7. How would you rate him/her in terms of:
   a. Ability to follow directions: __________________________________________________
   b. Dependability: _____________________________________________________________
   c. Ability to work independently: _______________________________________________
   d. Work attitude: _____________________________________________________________
   e. Quality of work: ___________________________________________________________

8. Has the person demonstrated the ability to develop positive relationships with co-workers, supervisors and subordinates? __________________________________________

9. What are (were) his/her:
   a. Strengths?_______________________________________________________________
   b. Weaknesses?_____________________________________________________________

10. Would you rehire? Yes____ No____ If no, why not? ______________________________

11. Are there any other comments you would like to make regarding this employee? ______

* verify per application

Use reverse side if necessary for additional comments

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As of January 2, 2019, UPS Operational Policy TC 1: Recruitment (TC1) was modified to address concerns related to sexual harassment and sexual violence. All final candidates must be asked, prior to hire, whether they have been found to have engaged in, are currently under investigation for, or left employment during an active investigation in which they were accused of sexual violence or sexual harassment. When obtaining employment reference checks, these same sexual violence or sexual harassment questions must also be asked.

Please answer the following questions based on our new policy:

Was the candidate ever found to have engaged in any sexual violence or sexual harassment? ☐ Yes ☐ No

Is the candidate currently under investigation of allegations of sexual violence or sexual harassment? ☐ Yes ☐ No

Did the candidate leave your employment prior to the completion of an investigation into allegations of sexual violence or sexual harassment against the candidate? ☐ Yes ☐ No