

Wharton Employment Reference Check Managerial positions

Name of Applicant _____

Position Applied For _____

Company Contacted _____

Person Contacted _____ Position _____

Please check if employer has policy prohibiting or limiting the amount of information provided on former employees.

What were the dates of employment with your organization? _____

Were you his/her manager? _____

If yes, for what time period? _____

If no, please describe your professional relationship to this individual? _____

Please describe the responsibilities this individual performed for your organization. If possible please describe any special projects and/or specific contributions to your organization.

Did he/she have management responsibilities in his/her position? _____ If yes, how would you characterize his/her management style? _____

If no, please describe an interaction with another employee or team that would illustrate his/her management skills. _____

Using a scale of 1 to 5 (1 = Poor, 5 = Outstanding) please rate this individual on the criteria listed below and provide an example or details that demonstrate his/her competence in that area.

	Rating	Details
Initiative		
Communication skills		
Delivering feedback (positive/negative)		
Influencing others		

Takes
responsibility for
one's own actions

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Please describe any skills or qualities this person brought to your organization that you highly value. _____

Please describe any skills or qualities you would advise this person to develop further. _____

If given the opportunity to hire this individual again, would you? _____

(For interviewer) Please summarize this reference expanding on information from above section:

Interviewer _____ Date _____
School _____ Department _____