

Wharton Employment Reference Check Non-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 immediate supervisor? _____

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.

Using a scale of 1 to 5 (1 = Poor, 5 = Outstanding) please rate this individual on the criteria listed below and provide details relevant to your rating.

	Rating	Details
Attendance		
Productivity		
Quality of Work		
Initiative		
Reliability		
Integrity		

Working with others

Adaptability

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 _____