

**ROGER WILLIAMS UNIVERSITY
HUMAN RESOURCES DEPARTMENT**

PREEMPLOYMENT REFERENCE CHECK

Candidate Name: _____

Reference Name: _____

Company Name: _____

Title: _____

Phone: _____

The above named candidate has recently applied with us to be considered for the position of _____ and has authorized us to contact you for information pertaining to this employment.

How long and in what capacity have you known the applicant?

Please comment on the applicant's quality and quantity of work.

What do you consider the applicant's strengths?

What do you consider the applicants weaknesses?

Would you comment on the applicant's dependability?

Please comment on the applicant's communication skills.

Kindly comment on the applicant's inter-personal skills.

Why did the applicant leave your employ?

Is the applicant eligible for rehire with you? YES___ NO___

If no, please explain why: _____

Based upon your knowledge of this applicant, would you recommend for employment?

YES___ NO___

Additional comments: _____

Telephone Reference Taken By: _____ Date: ___/___/___

I authorize the University to conduct any investigation with respect to my application and release this University, my former employers and personal references from any liability from damaged caused by giving or receiving information as to my employment character.

Signature: _____