



**K-State Student Union
Professional Reference Check**



Candidate's Name _____

Date Reference Secured _____

Reference's Name _____

Title _____

Reference Company _____

Reference's Contact Information (Email/Phone Number/Etc.) _____

Union Employee's Name Conducting the Reference _____

This candidate has applied for a position at the K-State Student Union. Your name has been provided as either a former supervisor or professional reference.

What is your relationship to the candidate? _____

How long did you work with the candidate? _____

What were the main job duties of the candidate's position? _____

The candidate has applied for a position as a [JOB TITLE]. [PROVIDE A BRIEF DESCRIPTION OF THE ROLE] Do you believe they would be a good fit for this type of position? No Yes

Why or why not? _____

What are this candidate's strengths? _____

What are the areas this candidate can continue to improve in? _____

How did the candidate deal with conflict? _____

Were they ever counseled about attendance or tardiness? Yes No If yes, how often? _____

Did they resign? Yes No Laid-off? Yes No Fired? Yes No Eligible for rehire? Yes No

Were they asked to resign? Yes No Were they ever disciplined on the job? Yes No If yes, explain:

What was the reason this candidate left your company? _____

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Please rate the candidate on the following characteristics by using "unsatisfactory", "below average", "average", "above average" or "outstanding" as the rating scale:

TEAMWORK: The degree to which they worked harmoniously with others and the extent they conformed to company policies. Unsatisfactory Below Average Average Above Average Outstanding

DEPENDABILITY: The extent to which they could be depended upon to be available for work and do it properly; the degree to which they were reliable and trustworthy; the extent to which they were able to work scheduled days and times, as well as their willingness to work additional hours if needed.

Unsatisfactory Below Average Average Above Average Outstanding

INITIATIVE: The degree to which they acted independently in new situations; the extent to which they saw what needed to be done and did it without being told; the degree to which they did their best to be a top employee.

Unsatisfactory Below Average Average Above Average Outstanding

QUALITY: The degree to which their work was free from errors and mistakes; the extent to which their work was accurate; and the overall quality of their work.

Unsatisfactory Below Average Average Above Average Outstanding

CUSTOMER SERVICE: The degree to which they related to customer's needs and concerns.

Unsatisfactory Below Average Average Above Average Outstanding

OVERALL PERFORMANCE: The degree to which you were satisfied with their efforts.

Unsatisfactory Below Average Average Above Average Outstanding

Is there anything I haven't asked about that the Union should consider before making a hiring decision regarding this candidate? Yes No

If yes, what? _____

For Union employee securing the reference, include any comments/observations regarding this reference that should be noted: _____

