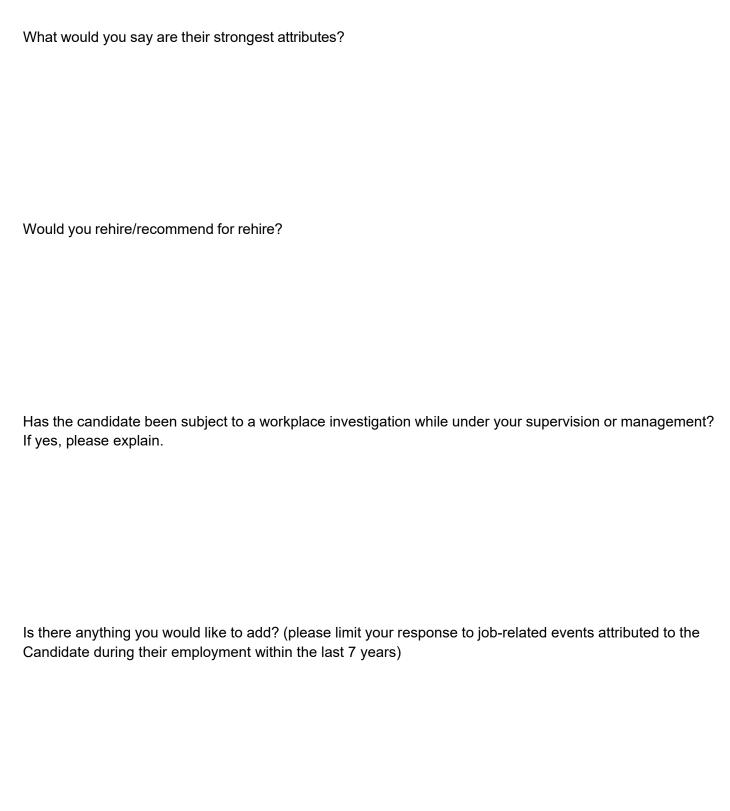




Date:	
Candidate Information: Candidate's Name:	
USF Job Posting Name and Number:	
Organization and Reference Information: Organization Contacted:	
Position Held at Contacted Organization:	
Employment Status: ☐ Full Time ☐ Part Time	Average Hours Per Week:
Reference Name:	Title:
Relationship to Candidate: Supervisor Co-Worker Other	Explain:
Contact Method: ☐ Phone ☐ Email ☐ Letter ☐ Other	
Reference Questions: What was the working relationship you had with this person? Leng How would you describe their interpersonal skills?	th of time worked with?
What would you say motivated the individual most?	







If you are unable to obtain the reference check per the reasons stated in the policy, provide your explanation here:

USF Employee Conducting Reference Check	K :
Name	Job Title
Email	Phone Number
Signature	Date
educational institutions, law enforcement autl	uired by former employer): mation maintained about me by all previous employers, horities, licensing boards or any other entity, agency, or a may contact to secure references or records.
Applicant Signature	Date
Print Name	

Obtaining complete job-related employment reference information is a mandatory step in the recruitment and job offer process. Professional reference checks (not a personal friend, neighbor, acquaintance) must be conducted for both external candidates and for current employees who are applying for transfer and/or promotion. Please visit the following link for the full reference check policy: <u>USF Policy 0-616</u>

Here are some important steps to follow to enhance your ability to get quality and useful information:

- Identify yourself and USF as the organization that you represent.
- Inform the reference of the reason for your call.
- When conducting reference checks, questions should be phrased in a manner that seeks objective and job-related information. Any information volunteered by the reference that is not job-related shall be disregarded in the decision-making process.
- If the reference is unwilling to comment on the candidate's performance, please document your attempts and request additional references from the candidate who will attest to the candidate's work-related performance.