Murray State University
Reference Check Form

About Conducting Reference Checks...

1. Ensure that the applicant has signed MSU's employment application or some other document that allows references to be checked.

2. Do not call the applicant's current supervisor or place of work unless given permission by the applicant.

3. In addition to calling references listed by the applicant, you should contact previous supervisors (not mandatory).

4. Identify yourself and your role at the start of the conversation.

5. Suggestion-- The question list should be as brief and to-the-point as possible. The person giving you information about the applicant should do most of the talking....... 

Date: __________

Name of Applicant: _________________________ Position Applied For: ________________________________

Person Contacted: _______________________________ Organization/Institution: _________________________

1. Applicant states he or she worked for your organization/Institution from ______________ to ____________ 

Is that correct? YES ______ NO______ Correct dates from ____________ to ______________

2. What were his or her job duties?

3. Type of employment separation: Voluntary Involuntary

4. Were there any attendance problems? YES ______ NO ______

5. Is this individual eligible for rehire? YES ______ NO ______

6. Did he or she communicate well and get along with others well? YES ______ NO ______

7. Please summarize ___________________'s last performance evaluation.

8. Remarks:

Checked by: ___________________________________________

NOTE: Once completed, please send to HR with remainder of application materials.