



# AUGUSTA UNIVERSITY

## Candidate Pre-Employment Reference Form

Candidate's Name (including maiden name if applicable):			
Position/Title Applied For:			
HR Business Partner Name:			
Employer/Organization:			
Reference Provided By:			
Title:			
Phone Number:			
Email:			
Employment Dates:	From:		To:
Reason for Leaving:			
Voluntary Termination:	Yes:		No:

1. How long have you known the candidate and in what capacity did/do you work with them (co-worker, supervisor, subordinate, etc.?)

2. Describe the candidate's overall work performance in the following areas:

	Poor	Good	Excellent	Comment
Customer Service / Integrity				
Interpersonal Skills / Inclusivity				
Technical Skills				
Productivity				
Dependability / Excellence				
Initiative				
Leadership				
Teamwork / Collegiality				
Attendance				

3. Major Responsibilities: What was/is the nature of his/her duties?

4. Do you think he/she would be a good fit in the \_\_\_\_\_ unit? Why?

5. (If previous employer) Is he/she eligible for rehire and if so, would you rehire? Yes No If no, why?

6. (If current supervisor) Is the candidate in good standing? Good standing indicates that there has not been a disciplinary concern on file during the previous six (6) months to one (1) year. Yes No If no, can you elaborate?

7. Additional Comments:

This reference was completed by: \_\_\_\_\_

Date: \_\_\_\_\_