

UNC Student Affairs  
Reference Check Request Form

Reference Information Requested for:   
Requesting Agency Information:   
Title of Position:   
Date of Request:   
Name of Hiring Department:

Representative's Name:   
Representative's Title:   
Representative's Phone/Email:

Reference Name:   
Title:

Applicant Information

Employment Dates:  
From:  To:

Reason for Leaving (if applicable):

In what capacity have you worked with the applicant?

Communication and productive interaction with staff is an important part of this position. How would you evaluate these qualities for the applicant?

- Exceeded Requirements       Met Requirements       Did Not Meet Requirements

Comments (if desired):

Attention to detail and timely follow-up is an important part of this position. How would you evaluate these qualities for the applicant?

- Exceeded Requirements       Met Requirements       Did Not Meet Requirements

Comments (if desired):

Met job requirements in terms of *quantity of work*:

- Exceeded Requirements       Met Requirements       Did Not Meet Requirements

Comments (if desired):

UNC Student Affairs is committed to a workforce and workplace that values diversity, equity, and inclusion. Please evaluate how the applicant demonstrates a value for diversity and has contributed to an inclusive working and learning environment:

Exceeded Requirements                       Met Requirements                       Did Not Meet Requirements

Comments (if desired):

Met job expectations in terms of *quality* of work:

Exceeded Requirements                       Met Requirements                       Did Not Meet Requirements

Comments (if desired):

Cooperated with team members and supervisors:

Exceeded Requirements                       Met Requirements                       Did Not Meet Requirements

Comments (if desired):

Dependability:

Exceeded Requirements                       Met Requirements                       Did Not Meet Requirements

Comments (if desired):

Required close supervision:

Exceeded Requirements                       Met Requirements                       Did Not Meet Requirements

Comments (if desired):

Would you rehire (or retain) this person:

Yes                       No

Comments (if desired):

Thank you for your extra time to share feedback. Once completed, please return the form to **[add email address here if form is emailed to reference]**