

PRE-EMPLOYMENT REFERENCE CHECK



PROCEDURE

TO REFERENCE PROVIDER

An applicant for Texas A&M University-Corpus Christi has provided your information as a reference we may contact to verify work history. Thank you in advance for providing reference information online at Islander Jobs via the unique link that has been provided to your email address or via a personal email request. Please contact Human Resources with any other questions at (361) 825-2630 or Employment@tamucc.edu.

REFERENCE PROVIDER CONTACT INFORMATION

NAME _____ PHONE OR EMAIL _____
ORGANIZATION _____

REFERENCE INFORMATION

APPLICANT NAME _____ CANDIDATE FOR _____
Relationship to Applicant? _____
Applicant's Job Title _____ Length / Dates Known Applicant _____
Nature of Their Job _____
Ability to Take on Responsibility _____
Ability to Work Well with Others _____
Ability to Communicate _____
Work Ethic _____
Quality of Work _____ Quantity of Work _____
Strengths _____
Area(s) in Need of Development _____
Overall Level of Job Performance _____
Reason for Leaving, *If Applicable* _____
Eligible for Re-Hire? _____
Anything Else You Would Like to Add? _____

REFERENCE CHECK PERFORMED BY _____ FOR TAMUCC SEARCH COMMITTEE MEMBERS ONLY

Print Name _____ Signature _____ Date _____