



**Department of Human Resources
Reference Report**

At least two (2) references should be obtained on the applicant you wish to hire. ODU requires references from the current supervisor and at least one former supervisor). Please complete one Reference Report for each reference contacted. Each question below MUST be asked of each reference.

Applicant's Name: _____

Company Name: _____

Name and Title of Person Providing Reference: _____

What is (was) your work relationship to the applicant? _____
(should be supervisor or another administrator in the reporting line of the current or former employer)

Applicant's Employment Dates: Begin date _____ End date _____

Reference would or could not verify this information

Applicant's Position Title: _____

Reference would or could not verify this information

Describe the duties the applicant listed for this company to the reference and ask:

Are the applicant's duties at your company accurately described in his/her application?

Yes No If no, please explain: _____

Reference would or could not verify this information

Describe the licenses, certifications or degrees the applicant listed to the reference and ask:

Are any licenses, certifications, or degrees the applicant listed in his/her application accurate?

Yes No If no, please explain: _____

Reference would or could not verify this information

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How would you describe the applicant's work performance?

___ Excellent Good Fair Poor

Comments:

What do you consider this applicant's strengths?

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