



**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)

How long did you work with the applicant? \_\_\_\_\_

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

Reference Report

Page 2

How would you describe the applicant's work performance?

Excellent  Good  Fair  Poor

Comments:

---

---

---

What do you consider this applicant's strengths?

---

---

Reference would or could not provide this information

In what areas does this applicant need additional development?

---

---

Reference would or could not provide this information

Did (does) this applicant supervise other employees?  Yes  No

If yes, please describe his/her supervisory style or effectiveness: \_\_\_\_\_

---

---

Reference would or could not provide this information

Did (does) this applicant get along well with management and coworkers?  Yes  No

Please explain: \_\_\_\_\_

---

---

Reference would or could not provide this information

Why did this applicant leave (or is interested in leaving) your company?

---

---

---

Reference would or could not provide this information

Would you rehire this applicant?  Yes  No

If no, please explain: \_\_\_\_\_

---

---

Reference would or could not provide this information

Is there anything I haven't asked that you would like to share with me?

---

---

---

---

---

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