

**Old Dominion University  
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 – not the personal references the employee listed on the application (unless they ARE or were the applicant's supervisors). **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

What is (was) the applicant's salary with your company? \_\_\_\_\_  
\_\_\_\_ Reference would or could not provide 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:

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What do you consider this applicant's strengths?

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Reference would or could not provide this information

In what areas does this applicant need additional development?

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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: \_\_\_\_\_

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Reference would or could not provide this information

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

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

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Reference would or could not provide this information

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

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Reference would or could not provide this information

Would you rehire this applicant?  Yes  No

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

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Reference would or could not provide this information

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

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