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
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: ________________________________