



California State University, Los Angeles  
 University Auxiliary Services, Inc.

## Reference check form

**Please submit one form for each reference provided on the application  
 (UAS recommends at least three forms to be submitted for each selected candidate)**

|                                                           |                  |                |                      |                                                       |                  |                |                      |
|-----------------------------------------------------------|------------------|----------------|----------------------|-------------------------------------------------------|------------------|----------------|----------------------|
| <b>Name of Applicant:</b>                                 |                  |                |                      |                                                       |                  |                |                      |
| <b>Position applied for:</b>                              |                  |                |                      |                                                       |                  |                |                      |
| <b>Company</b>                                            |                  |                |                      | <b>Telephone #</b>                                    |                  |                |                      |
| <b>Person</b>                                             |                  |                |                      | <b>Title</b>                                          |                  |                |                      |
| <b>Employment Date</b>                                    |                  |                |                      | <b>Job Title</b>                                      |                  |                |                      |
| <b>Job responsibility</b>                                 |                  |                |                      |                                                       |                  |                |                      |
|                                                           |                  |                |                      |                                                       |                  |                |                      |
| <b>How would the candidate be rated on the following:</b> |                  |                |                      |                                                       |                  |                |                      |
|                                                           | <b>Very good</b> | <b>Average</b> | <b>Below average</b> |                                                       | <b>Very good</b> | <b>Average</b> | <b>Below average</b> |
| <b>Quantity of work</b>                                   |                  |                |                      | <b>Ability to delegate work</b>                       |                  |                |                      |
| <b>Cooperation</b>                                        |                  |                |                      | <b>Ability to train other</b>                         |                  |                |                      |
| <b>Dependability</b>                                      |                  |                |                      | <b>Ability to supervise the work of others</b>        |                  |                |                      |
| <b>Initiative</b>                                         |                  |                |                      | <b>Acceptance of responsibility</b>                   |                  |                |                      |
| <b>Knowledge of Work</b>                                  |                  |                |                      | <b>Ability to make rational decisions</b>             |                  |                |                      |
| <b>Organization of work</b>                               |                  |                |                      | <b>Budget administration</b>                          |                  |                |                      |
| <b>Interpersonal Skills</b>                               |                  |                |                      | <b>Resourcefulness</b>                                |                  |                |                      |
| <b>Ability to meet deadlines</b>                          |                  |                |                      | <b>Ability to plan the work for others</b>            |                  |                |                      |
| <b>Ability to meet public</b>                             |                  |                |                      | <b>Ability to comply with policies and procedures</b> |                  |                |                      |
| <b>Attendance</b>                                         |                  |                |                      |                                                       |                  |                |                      |
| <b>Strong Points</b>                                      |                  |                |                      | <b>Areas needing improvement</b>                      |                  |                |                      |
|                                                           |                  |                |                      |                                                       |                  |                |                      |
| <b>Reason for leaving</b>                                 |                  |                |                      |                                                       |                  |                |                      |
|                                                           |                  |                |                      |                                                       |                  |                |                      |
| <b>Would re-employ?    Yes                      No</b>    |                  |                |                      |                                                       |                  |                |                      |
|                                                           |                  |                |                      |                                                       |                  |                |                      |
| <b>Reference check by:</b> _____                          |                  |                |                      | <b>Date:</b> _____                                    |                  |                |                      |