



PRE-EMPLOYMENT REFERENCE CHECK

PROCEDURE

TO REFERENCE PROVIDER

Thank you in advance for providing Del Mar College reference information. If you do not know the job title of the position you are asked to provide a reference for, please contact the applicant directly as there may be multiple positions the person has applied to. Contact Human Resources with any other questions.

REFERENCE PROVIDER CONTACT INFORMATION

NAME _____ PHONE OR EMAIL _____
ORGANIZATION _____

REFERENCE INFORMATION FOR APPLICANT

APPLICANT NAME _____ CANDIDATE FOR _____

How Do You Know This Person? _____

Applicant's Job Title _____ Length / Dates Known Applicant _____

Major Job Duties _____

Ability to Take Criticism _____

Ability to Plan and Organize _____

Ability to Work Well with Others _____

Ability or Potential to Select, Motivate, Discipline _____

If Applicable, Number of Employees Supervised _____ For How Long _____

Work Compared to Other in Similar Position _____

Strong Points _____

Area(s) in Need of Development _____

Reason for Leaving, If Applicable _____ Eligible for Re-Hire? _____

Salary (OPTIONAL) \$ _____ per _____

Anything Else You Would Like to Add? _____

REFERENCE CHECK PERFORMED BY

Print Name Signature Date