



## Reference Checklist



Name of Potential Employee: \_\_\_\_\_

PI: \_\_\_\_\_

Project Title or SIBCR Account #: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Please check at least two references. If you are hiring based on past experience with this candidate, please fill in reference 1 with the pertinent information. You do not need to check further references in this case.

### **Reference 1**

Reference Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Relationship to Employee: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Would you rehire this person? Why or why not?: \_\_\_\_\_

\_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

### **Reference 2**

Reference Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Relationship to Employee: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Would you rehire this person? Why or why not?: \_\_\_\_\_

\_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

### **Reference 3**

Name of Reference: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Relationship to Employee: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Would you rehire this person? Why or why not?: \_\_\_\_\_

\_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_