

EMPLOYMENT REFERENCE CHECK FORM

Reference Name:		Designation:	
Company Name:		Company Address:	
Contact No.:		Date:	
Your relation with the applicant: (Supervisor/Head of Department/Instructor)			

Mr. /Ms. _____ has applied for a position at LUMS. We would appreciate any information you can share with us regarding the applicant. We assure that the information you provide will remain strictly confidential.

Sr. #	Questions	Please comment here
1	When did he/she work with you?	
2	Describe the individual's duties and responsibilities (to the best of your knowledge). What was the individual's job title?	
3	Were the duties/responsibilities performed to the company's expectations (quality of work and work habits)?	
4	How would you rate the individual's overall work performance: excellent, good, fair, or poor?	
5	How would you rate the individual's attendance and punctuality?	
6	How well does the individual get along with colleagues/team members at work?	
7	Would you rehire or like to work with him/her again? Why or why not?	
8	Was he/she ever disciplined for gross misconduct/violation of company rules?	
9	Is there anything more that you would like to share with us regarding the applicant?	

We would greatly appreciate if you could reply within two days of receiving of this form. Your remarks would a great help to both the applicant and LUMS. Thank you!

Best Regards,
Human Resources
LUMS