



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)**

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