

\_\_\_\_\_  
Department

**SOUTHEASTERN UNIVERSITY**  
**Reference Check Verification Form**  
*(Please complete one form per reference)*

**Candidate:** \_\_\_\_\_

Reference (*Name of employer*)

\_\_\_\_\_

Dates of Employment:

\_\_\_\_\_

Position Held:

\_\_\_\_\_

Responsibilities:

\_\_\_\_\_

\_\_\_\_\_

What do you remember most about this person?

\_\_\_\_\_

\_\_\_\_\_

What is the most extraordinary thing he/she accomplished for your company?

\_\_\_\_\_

\_\_\_\_\_

Salary and bonus while employed:

\_\_\_\_\_

Reason employee was terminated, e.g., resignation, for cause, layoff:

\_\_\_\_\_

What has been the impact, positive or negative, of this person leaving their position with your company?

\_\_\_\_\_

\_\_\_\_\_

Other information relevant in our hiring process:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor or Department Head

\_\_\_\_\_  
Date