
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