



REFERENCE CHECK

Confidential

_____ has applied for _____
Name of Applicant Position

with Volunteer State Community College. Please verify the following information regarding employment with your facility. Your prompt attention would be greatly appreciated.

Employment Dates: _____ To _____ Position Held: _____

Reason for Leaving: _____ Eligible for Rehire: Yes No N/A

Please rate the following:	Superior	Good	Acceptable	Unacceptable	N/A
Quantity of Work:					
Quality of Work:					
Attendance & Punctuality:					
Cooperation/Collaboration:					
Customer Service:					
Judgment:					
Interpersonal Communication:					
Meeting Deadlines:					
Conflict Resolution:					
Ability to work with a diverse faculty, staff and student population:					

Strengths: _____

Weaknesses: _____

Student Interaction: _____
(If applicable)

Teaching Methods: _____
(If applicable)

Comments: _____

Name of Reference: _____ Relationship to Applicant: _____

VSCC Employee Requesting Reference: _____ Date: _____

Office of Human Resources|1480 Nashville Pike, Gallatin, TN 37066| Ph: 615.230.3592| Fax: 615.230.3314

Volunteer State Community College, an AA/EEO employer, does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.