



## 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 does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age, status as a protected veteran, or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to all employment, programs, and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Vice President of Human Resources, [eeo@volstate.edu](mailto:eeo@volstate.edu), 1480 Nashville Pike, Gallatin, TN 37066, 615-230-3592. Volunteer State Community College's policy on non-discrimination can be found at <https://www.volstate.edu/non-discrimination-policy>.

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