

**TO THE INTERVIEWEE:** Reference checks are a part of TSC's procedure for employment. Reference checks may be in writing or by telephone. Your electronic submission of an application for employment with TSC authorizes TSC to request release of information concerning your employment record/background except as specified on the application form. Your signature in the space below indicates your permission for written or verbal release of information concerning your employment record/background.

Signature of Applicant  
(if applicable) \_\_\_\_\_

The person named here has expressed an interest in being considered for a position with Texas Southmost College. Your name was given as a reference. Please complete and return directly to the following individual, who is conducting this reference rating:

\_\_\_\_\_  
Name of Applicant (Please Print)

\_\_\_\_\_  
Title of Position

\_\_\_\_\_  
Campus Location

Known personally     Known as a student     Known as an employee    Known \_\_\_\_\_ years

	No basis for judgment	Below average	Average	Above average	Excellent
Leadership.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal appearance (in workplace).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to communicate orally.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment (ability to think logically).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work habits (accuracy, promptness, initiative, reliability).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance in classroom or on the job.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional interest.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to get along with others.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you employ or reemploy this individual?     Yes     No

**General remarks that might be useful to us** (use other side if necessary):

Major Strengths

Major Weaknesses

Date \_\_\_\_\_ \*Name \_\_\_\_\_

Company \_\_\_\_\_ Title \_\_\_\_\_

\*If completed electronically, return email serves as your approval.

***The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law.***