Employee Work Reference Inquiry Documentation Form

Instructions: Use this form to document any work references provided to prospective employers for current or former employees. See http://www.washington.edu/admin/hr/pol.proc/referencechk/ for guidelines and information about providing to work references to prospective employers.

This form must be retained in the employee's departmental personnel file and made available to the employee for viewing upon the employee's request.

Employee Name:_____

Date	Name of Person Requesting Work Reference	Reference	Name of Prospective Employer	Name of UW Reference Provider	Job Title of UW
Reference	Reference	Requester Job Title	Employer		Reference Provider
Provided					