



**Human Resources Division**

Talent, Learning and Organizational Development Office  
7 East 12<sup>th</sup> Street, 1<sup>st</sup>/2<sup>nd</sup> Floor  
New York, NY 10003-4475

**Internal Reference Check Form**

\_\_\_\_\_  
Name of Internal Applicant

\_\_\_\_\_  
Position Applied For

\_\_\_\_\_  
Current Title

\_\_\_\_\_  
Current Division/Department

\_\_\_\_\_  
Supervisor Name/Title/Telephone Number

Original hire date:

Years of service:

Start date in present position:

Has the employee received any form of disciplinary action in the past 12 months?      Yes or No

Reason: \_\_\_\_\_

If yes, please specify dates:

Verbal Warning:

Written Warning:

Suspension:

Describe the duties the applicant performs in their current role.

Evaluate the employee's overall performance in terms of:

*Strengths:*

*Development Needs:*

*Professional Demeanor:*

*Leadership Skills:*

*Relationship Skills:*

*Communication Skills:*

*Time Management and overall Attendance/Punctuality:*