



Telephone Reference Check

Name of Applicant

Position Applied for

School or Department

Date

Company Contacted

Contact Name and Title

Telephone Number

Dates of Employment

Title of Applicant

Compensation

1. Was the applicant one of your direct reports? _____

If not, who was the applicant's immediate supervisor? What was your professional relationship to the applicant

2. Where applicable, describe the applicant's:

a. working relationship/ interaction with coworkers _____

b. best work attributes _____

c. ability to work independently/in a team _____

d. communication skills (verbal and written) _____

e. organizational skills _____

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f. project management and completion skills _____

g. administrative skills _____

h. computer skills _____

i. ability to take and follow direction _____

j. quality of work _____

k. management/supervisory skills _____

l. reliability/ dependability _____

m. decision- making skills _____

3. What areas leave room for improvement? _____

4. How would you rate the applicant's overall performance? _____

5. Why did the applicant leave the employ of your company/organization? _____

6. Is the applicant eligible for rehire? _____

7. Would you rehire? _____

Reference check conducted by: _____

Date: _____