

Telephone Reference Check 1 of 2

Name of Applicant

Position Applying For

Person Contacted

Position or Title

Company/Organization

City & State

Telephone Number

Indicate applicant name and position being considered for.

1. Can you verify dates of employment? From _____ to _____

2. What was the nature of his/her job and job title? _____

3. What are his/her strong points on the job? _____

4. What concerns did you have with his/her performance? _____

5. Could you comment on his/her:

a. attendance: _____

b. ability to meet deadlines: _____

c. ability to take on responsibility: _____

d. degree of supervision needed: _____

6. How would you evaluate his/her overall work performance? _____

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7. Why did he/she leave your organization? _____

8. Would you re-employ? _____

9. What recommendations would you have if you were in my place considering him/her for this position?

Additional Comments/Summary _____

Date

Checked by (position and title)