

Drexel UNIVERSITY Telephone Reference Check

Name of Applicant		Company Contacted
Position Applied For		Contact Name and Title
School or Department		Telephone Compensation
Date		Dates of Employment
		Title of Applicant
1. Was the applicant one of your	direct reports?	
1. Was the applicant one of your		
If not, who was the applicant's What was your professional re applicant?		
2. Where applicable, describe the	applicant's:	
a. working relationship/ interaction with co-workers		
b. best work attributes		
c. ability to work independently/in a team		
d. communication skills		
e. organizational skills		
f. project management and completion skills		
g. administrative skills		
h. computer skills		
i. ability to take and follow direction		
i. guality 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 the applicant?	
Reference check conducted by	Date