

Telephone Reference Check

Name of Applicant

Company Contacted

Position Applied For

Contact Name and Title

School or Department

Telephone

Date

Dates of Employment

Title of Applicant

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 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

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 the applicant?

Reference check conducted by

Date