

TELEPHONE REFERENCE CHECK FORM

(NOTE: Never contact a present employer without the express permission of the applicant.)

Introductory Statement

“My name is _____ with _____ (company). I am conducting a confidential reference check on Mr./Mrs./Ms _____, who is being considered for the position of _____ with our company. Do you have a few moments to talk?” (If not, arrange a better time.)

1. Roughly how long did the person work with you? Do you remember the dates of employment?
2. What was your working relationship with the candidate?
3. What work did the individual do when he/she began with your company? When he or she left the company?
4. How would you compare the person with others in similar positions?
5. How was the individual's attendance record?
6. Why did the person leave your company?
7. Can you think of anything that interfered with the individual's doing his or her job?

8. How well did he or she get along with people (co-workers, customers etc.)?

9. What are his/her strengths?

10. What areas does he/she need to work on?

11. (The following are a list of questions to be covered relating to concerns you have or specific requirements of the job.)

12. (Describe the position under consideration.) How do you feel the individual would do in an assignment of this nature?

13. Would you hire this individual for a similar position?

14. If not, why not?

15. Is there anyone else you can think of who would give me some insight into this individual?

16. Is there anything else you can tell me to help me make my decision?

17. What was the person's salary?

ADDITIONAL COMMENTS