

Telephone Reference Check Concerning a Prospective Employee

Candidate's Name: _____

Reference Checker: _____

Organization: _____

Today's Date: _____

Name of Reference: _____

My name is (_____) and I work in the (department) at the University of Idaho. We are filling a position within our department and would like to verify some employment information on (applicant's name).

1. What is your relationship to the applicant? _____

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

3. What were the dates of employment? _____

4. Was he/she a good team player? _____

5. What are his/her strong points? _____

6. What are his/her weak points? _____

7. How did he/she get along with other people? _____

8. Would you comment on his/her:

a. Attendance _____

b. Dependability_____

c. Ability to take on responsibility_____

d. Ability to follow instructions_____

e. Degree of supervision needed_____

f. Overall attitude_____

g. Quality of work_____

h. Quantity of work_____

i. Did he/she ever violate company policy?_____

9. Why did he/she leave the position? _____

10. Would you reemploy? Yes_____ No_____

Why not? _____

11. Is there any thing else you would like to comment on regarding (applicant's name) employment or job performance? _____

Note: Ask follow-up questions if the reference is not forthcoming or if information is unfavorable. Ask for an example or if the reference can elaborate. If you get a positively glowing reference with no areas of improvement or growth, ask "If you had to pick one area of his work performance that you would have liked to have seen improved, what would it be?"
