

Telephone Reference Check

Reference contact name: _____ Date: _____

Title: _____ Phone: _____

Opening statement: I am calling to reference _____ who has applied for the position of _____ with our office. It is the intent of our office to hire the best candidate for our position, and therefore I would like to take a few minutes of your time to have you answer a few questions concerning his/her ability to perform the duties of this position. I would like to assure you that all responses to the questions will be kept strictly confidential. First, ask:

Is this a convenient time? If YES, proceed with the reference check. If NO, verify a time to return the call _____.

Before asking questions, give a brief explanation from the person who applied for this position and the duties to be performed. Remember to keep it brief.

Questions

How many years did you work with: _____

Dates: From _____ to _____

What was your professional relationship to the candidate?

How do they work as part of a team?

What are their personal strengths?

In your opinion, what is their greatest skill? Any weaknesses?

How was their attendance?

If they were faced with an issue or problem, how did they handle the situation?

Did they operate within the established organizational framework in dealing with issues or problems?

Would you rehire them?

Is there anything you would like to add that would further help in evaluating this person in considering them for employment?

Signature – Title of staff completing this form