

Telephone Reference Check Concerning a Prospective Employee

Candidate Name: _____

Reference Checker: _____

Organization: _____

Date: _____

Reference Name: _____

My name is _____ and I am the _____ at the University of Idaho. We are filling a position within our office and would like to verify some employment information regarding _____ candidate name _____. _____ and _____ are also serving on the search committee and presently on the phone at this end.

1. What is your relationship to the applicant?

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

3. How did they get along with other people?

4. 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 _____

5. Did he/she ever violate company policy?

6. Why did he/she leave the position?

7. Would you reemploy? Yes _____ No _____
If no, why not?

8. Is there anything else you would like to comment on regarding (candidate 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