

Record of Telephone Reference Check

The following document contains a recommended list of questions to ask when checking the references of an applicant over the telephone. The questions are meant to be a sampling of potential questions to ask. The questions should be modified to reflect the essential job functions of the specific job opening.

Telephone Reference Check

Name of applicant: _____

Person contacted: _____

Company: _____

Position/Title: _____ Phone #: _____

1. What were the dates of applicant's employment? Salary?
2. What was the nature of applicant's duties?
3. How would you describe applicant's performance?
4. Why did applicant leave your company?
5. Would you re-employ applicant? If not, why?
6. What are applicant's strengths? Limitations?
7. How did applicant get along with other people?

Telephone Reference Check for _____, cont.

8. Could you comment on applicant's:

- a. attendance

- b. dependability

- c. willingness to take on responsibility

- d. degree of supervision needed

- e. overall attitude

9. Is there any other important information about the applicant we should know?

Reference checked by: _____ Date: _____