

Telephone Reference Check Form

Applicant Name: _____ Date: _____

Reference Name: _____ Title: _____

Reference Organization: _____

Relationship to Applicant: _____

Applicant Employment Dates: _____ to _____

Position Held: _____

Supervisory Responsibilities: Yes No

Describe the essential job duties or responsibilities of the candidate's position with your organization?

How would you describe his/her performance in this position?

How do you think the candidate might describe their strengths and weaknesses?

What three words would you use to describe the candidate?

How does the candidate deal with conflict?

What is the reason the candidate left your organization (if applicable)?

Would this person be eligible for re-hire?

Is there anything I should be aware of that I haven't asked?

Caller's Name