

Telephone Reference Check

NAME OF APPLICANT: _____ POSITION APPLIED FOR: _____

PERSON CONTACTED: _____ COMPANY: _____

1. Applicant states he/she was employed with your company from _____ to _____

Is this correct? Yes No Correct dates from _____ to _____

2. What position did this individual hold while employed with you? _____

What were the individual's more recent job duties? _____

3. How would you describe the individual's attention to detail and accuracy? _____

3. Did the applicant get along well with management and peers? _____

4. In your opinion, what are this individual's strengths? _____

Weaknesses? _____

5. What were his/her reasons for leaving? _____

6. Is there any reason why you would not rehire this individual? _____

7. Could you suggest anyone else that I should speak to regarding this individual? _____

8. Are there any additional comments that you would like to make in order to help us make a decision? _____

9. Remarks _____

Checked by: _____ Date: _____