



## TELEPHONE REFERENCE CHECK

<b>Applicant's Name:</b>		
<b>Contact's Name:</b>		
<b>Contact's Title:</b>	<b>Contact's Phone:</b>	
<b>Organization:</b>		
<b>What was your relationship to the employee?</b>		
<b>Employee's Title:</b>	<b>Salary: Begin</b>	<b>End</b>
<b>Duties:</b>		
<b>Reason for leaving:</b>		
<b>Did the applicant effectively perform his/her job related duties? If no, please explain.</b>		
<b>How would you describe the applicant's interpersonal skills?</b>		
<b>Would you describe your relationship with the applicant as positive or negative? Why?</b>		
<b>How would you describe the applicant's attitude towards his/her:</b>		
a)work		
b)supervisor		
c)management		
<b>Was the applicant's attendance and punctuality a)poor, b)satisfactory or c)excellent? If a or b, please explain.</b>		
<b>What were the applicant's job related strengths?</b>		

<b>What were the applicant's job related weaknesses?</b>		
<b>What training did the applicant complete during his/her employment with your company?</b>		
<b>Is there anything else related to the candidate's job performance that you would like to share?</b>		
<b>Would you rehire the applicant?</b>	<b>Yes</b>	<b>No      If no, please explain.</b>

**Reference Check Completed By:** \_\_\_\_\_