Telephone Reference Check Questions

Position Title/Number:

Candidate Name:

Inquirer Name:

• What is your relationship to the applicant?

• What was the nature of his/her job?

• What were the dates of employment?

• Was he/she a good team player?

• What are his/her strong points?

• What are his/her weak points?

• How did he/she get along with other people?

• Would you comment on his/her:
  o Attendance
  o Dependability
  o Ability to take on responsibility
  o Ability to follow instructions
  o Degree of supervision needed
  o Overall attitude
  o Quality of work
Quantity of work

- Did he/she ever violate company policy?

- Why did he/she leave the position?

- Would you reemploy? If not, why not?

- Is there anything else you would like to comment on regarding (applicant’s name) employment or job performance?

Additional comments:

Inquirer Signature