Telephone Reference Check Concerning a Prospective Employee

| Candidate’s Name: __________________________ | Reference Checker: __________________________ |
| Organization: ______________________________ | Name of Reference: __________________________ |
| Today’s Date: ______________________________ |                                             |

My name is (__________________) and I work in the (department) at the University of Idaho. We are filling a position within our department and would like to verify some employment information on (applicant’s name).

1. What is your relationship to the applicant? _____________________________________________

2. What was the nature of his/her job? _____________________________________________________

3. What were the dates of employment? ____________________________________________________

4. Was he/she a good team player? _______________________________________________________

5. What are his/her strong points? _______________________________________________________

6. What are his/her weak points? _________________________________________________________

7. How did he/she get along with other people? _____________________________________________

8. Would you comment on his/her:
   a. Attendance__________________________________

____________________________________________________________________________________
____________________________________________________________________________________

____________________________________________________________________________________
____________________________________________________________________________________
b. Dependability_______________________________________________________________

c. Ability to take on responsibility________________________________________________

d. Ability to follow instructions___________________________________________________

e. Degree of supervision needed___________________________________________________

f. Overall attitude______________________________________________________________

g. Quality of work______________________________________________________________

h. Quantity of work_____________________________________________________________

i. Did he/she ever violate company policy?__________________________________________

9. Why did he/she leave the position? ______________________________________________

10. Would you reemploy? Yes__________ No__________

   Why not? ________________________________________________________________________

11. Is there any thing else you would like to comment on regarding (applicant’s name) employment or job
performance? ______________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

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Note: Ask follow-up questions if the reference is not forthcoming or if information is unfavorable. Ask for an example or if the
reference can elaborate. If you get a positively glowing reference with no areas of improvement or growth, ask “If you had to pick
one area of his work performance that you would have liked to have seen improved, what would it be?”