Telephone Reference Check Concerning a Prospective Employee

Candidate Name: ___________________________  Reference Checker: ___________________________
Organization: ___________________________
Date: ___________________________  Reference Name: ___________________________

My name is _______ and I am the _______ at the University of Idaho. We are filling a position within our office and would like to verify some employment information regarding _______ candidate name _______. _________ and _________ are also serving on the search committee and presently on the phone at this end.

1. What is your relationship to the applicant?
______________________________________________________________________________________________
______________________________________________________________________________________________

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

3. How did they get along with other people?
______________________________________________________________________________________________
______________________________________________________________________________________________

4. 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 ________________________________________________________

Created September 2018
5. Did he/she ever violate company policy?

______________________________________________________________________________________________

______________________________________________________________________________________________

6. Why did he/she leave the position?

______________________________________________________________________________________________

______________________________________________________________________________________________

7. Would you reemploy? Yes__________ No__________
   If no, why not?

______________________________________________________________________________________________

______________________________________________________________________________________________

8. Is there anything else you would like to comment on regarding (candidate name) employment or job performance?

______________________________________________________________________________________________

______________________________________________________________________________________________

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