

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:
 - Attendance

 - Dependability

 - Ability to take on responsibility

 - Ability to follow instructions

 - Degree of supervision needed

 - Overall attitude

 - 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_____