Telephone Reference Check Concerning a Prospective Employee

Candidate’s Name: _________________________  Reference Checker: _________________________
Organization: __________________________________

Today’s Date: _____________________________  Name of Reference: _________________________

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 their job? _______________________________________________________

3. What were the dates of employment? ____________________________________________________

4. What did you think of their work? _______________________________________________________

5. What are their strong points? ___________________________________________________________

6. What are their weak points? ____________________________________________________________

7. How did they get along with other people? _______________________________________________

8. Would you comment on their:
   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______________________________________________________________

9. Did they ever violate company policy?____________________________________________

10. Why did they leave the position?_______________________________________________

11. Would you reemploy? Yes________ No________

  If no, why not?________________________________________________________________

12. Is there any thing else you would like to comment on regarding (applicant’s 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. Revised: June 2022