

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
