



## Phone Reference Check

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

Name and Title of Reference: \_\_\_\_\_

Employer/Organization: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Name of person conducting reference check: \_\_\_\_\_

Verify dates of employment: \_\_\_\_\_

Verify position held: \_\_\_\_\_

### General Questions

How long did you work with [Candidate]? \_\_\_\_\_

### Personal Characteristics

Tell me about [Candidate's] strong points \_\_\_\_\_

\_\_\_\_\_

How would you describe [Candidate's] self- motivation? \_\_\_\_\_

\_\_\_\_\_

Give an example of how [Candidate] goes about solving problems \_\_\_\_\_

\_\_\_\_\_

### Qualifications

How much experience did [Candidate] have in the following areas? \_\_\_\_\_

\_\_\_\_\_

What was [Candidate's] reason for leaving? \_\_\_\_\_

\_\_\_\_\_

Would you rehire [Candidate]? Why/Why not? \_\_\_\_\_

\_\_\_\_\_

Would you recommend [Candidate] for this position? (Describe position to reference contact)

\_\_\_\_\_

Is there anything else you would like to add? \_\_\_\_\_

\_\_\_\_\_