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? __________________________

________________________

3/22/12