

TELEPHONE REFERENCE CHECK FORM

FACTS	Candidate Name	Person Contacted	Title of Person Contacted
	Candidate's Title: Former or Current	Company	Relationship to Candidate
	Candidate's Dates of Employment	Phone	Length of Relationship
JOB PERFORMANCE	What were the candidate's general responsibilities?		
	How would you describe the overall quality of the candidate's work? Can you give me some examples?		
	What job progress did he/she make?		
	What were his/her earnings?		
	Why did the candidate leave your company?		
	What would you say are the candidate's strengths?		
	What would you say are the candidate's weaknesses?		
	How would you compare the candidate's work to the work of others who performed the same job?		
	Would you rehire this candidate? Why or why not?		
	How would you describe the candidate's ability to communicate?		
	How effectively did he/she work with other people?		
	What motivates this candidate?		
MANAGE	How well did the candidate supervise others?		
	Can you give me your impressions of his/her management style?		

Describe the candidate's success in motivating subordinates.

P L E A S E R A T E	Attendance	Excellent	Good	Fair	Poor	Comments
	Dependability	Excellent	Good	Fair	Poor	Comments
	Meet Deadlines	Excellent	Good	Fair	Poor	Comments
	Handle Pressure	Excellent	Good	Fair	Poor	Comments
	Ability to Take on Responsibilities	Excellent	Good	Fair	Poor	Comments
	Potential for Advancement	Excellent	Good	Fair	Poor	Comments
	Degree of Supervision Needed	Excellent	Good	Fair	Poor	Comments

S U M M A R Y	Do you have any other additional information to share with us about this candidate?					
	Additional Comments					
	Signature				Date	