

Telephone Reference Check Form

Applicant: _____

Reference: _____

Reference Verified By: _____ Date: _____

My name is (your name). We are filing a (name of position) position at the University and would like to verify some employment information on (applicant's name), who has listed you as a reference. Do you have time to answer some relevant questions?

1. What was the nature of his/her job?

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2. What did you think of his/her work?

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3. What were his/her strong points?

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4. What were his/her weak points?

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5. How did he/she respond to supervision?

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6. How would you rate this person on a scale of one to ten?

a. Attendance	
b. Dependability	
c. Willingness to assume responsibility	
d. Ability to follow instructions	
e. Quality of work	
f. Quantity of work	

7. Would you employ this individual again?

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8. Are there any comments you would care to add?

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