

Sample – Pre-employment Telephone Reference Check

Applicant _____ Position applied for: _____

Company Contacted _____ Telephone _____

Person Contacted _____ Title _____

Dates of Employment: From: _____ To: _____

Salary: \$ _____

What was your relationship with the applicant? _____

How long did you supervise this person? _____

What were applicant's job title and duties? _____

How would you compare him/her with others doing the work? _____

Strong Points _____

Areas for improvement? _____

What is the best way to motivate this candidate? _____

On a scale of one (1) to five (5), with one being the lowest, how would you rate the applicant's ability to:

Learn? _____

Accept responsibility? _____

Follow directions? _____

Take suggestions and criticism? _____

Be flexible? _____

Follow through? _____

Use own initiative? _____

Demonstrate ingenuity? _____

Be realistic? _____

Be self-expressive? _____

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Supervisory duties:

Supervisory ability? _____

Leadership potential? _____

Ability to get along with people: _____

Attendance/punctuality: _____

Did personal problems interfere with work performance? _____

Reason for leaving? _____

Would you re-hire? _____

Position for which qualified? _____

Additional comments: _____

References checked by: _____ Date: _____