



**HR Recruitment and
Employment Services**

TELEPHONE REFERENCE CHECK

Applicant's Name:		
Contact's Name:		
Contact's Title:	Contact's Phone:	
Organization:		
What was your relationship to the employee?		
Employee's Title:	Salary: Begin	End
Duties:		
Reason for leaving:		
Did the applicant effectively perform his/her job related duties? If no, please explain.		
How would you describe the applicant's interpersonal skills?		
Would you describe your relationship with the applicant as positive or negative? Why?		
How would you describe the applicant's attitude towards his/her:		
a)work		
b)supervisor		
c)management		
Was the applicant's attendance and punctuality a)poor, b)satisfactory or c)excellent? If a or b, please explain.		
What were the applicant's job related strengths?		

What were the applicant's job related weaknesses?		
What training did the applicant complete during his/her employment with your company?		
Is there anything else related to the candidate's job performance that you would like to share?		
Would you rehire the applicant?	Yes	No If no, please explain.

Reference Check Completed By: _____