|  |  |  |
| --- | --- | --- |
|  | Telephone Reference Check | Today’s Date |
|  |  | Month | Day | Year |
|  |  |    |    |      |
| Applicant Information |
| **Applicant Name**: | **Position Applied For**: |
|       |       |
| **Reference Contact Name**: | **Working Relationship (Supervisor/Manager or Peer)**: | **Months/Years Supervised/Known**: |
|       |       |       |
| Position Information |
| **Position Held**: | **Duration in Position**: | **Dates Employed**: |
|       |       |       |
| Management/Supervisory |
| Did he/she have any supervisory responsibilities? | If supervised, how many? | What level of employees did he/she supervise? | Describe management skills/style? |
| [ ]  Yes [ ]  No |       |       |       |
| Work Performance *(additional work/job related questions may be added)* |
| **Describe work performed:** |
|       |
| **How would you assess quality of work?** |
|       |
| **How would you assess his/her quantity?** |
|       |
| **How did he/she compare on the job with others who performed like work?** |
|       |
| **Please describe his/her strengths.** |
|       |
| **Please describe the areas in which he/she needed additional coaching or guidance OR In what areas could we help him/her improve if we were to hire?** |
|       |
| **Please describe his/her interpersonal skills with subordinates, peers and upper management.** |
|       |
| **Describe his/her project or time management skills. How often were deadlines met? How did he/she organize their work?** |
|       |
| **If I were to be his/her supervisor, what advice could you give me in order to help me manage him/her more effectively?** |
|       |
| **Did he/she receive any type of rewards (cash or other) for his/her performance?**  | [ ]  **Yes** | [ ]  **No** |
| **If answer is “no”, describe reason** |
|       |
| **Reason for leaving** |
|       |
| Would you rehire this individual?  | [ ]  **Yes** | [ ]  **No** |
| **If answer is “no”, describe reason** |
|       |
|  |
| **Reference completed by (print name)**:      | **Title**:       |
| Signature: |  | Date: |