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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | 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: | | | | | | | | |