Telephone Reference Check Form

Candidate

Name: ______________________________
   Last, First, M.I.

Date: ______________________________

Position Applied for: ______________________

References Checked by: __________________

Name of Contact: _____________________

Title: _____________________________

Phone:   ___________________________

Company:  _________________________

Address:  __________________________
              Street Address Suite #

                 City State ZIP Code

Was the candidate an employee at your organization?
YES  ____
NO   ____

When?
START DATE:   ______________
END DATE:   _______________

What was the candidate’s position on the last day of employment?

What were the candidate’s job responsibilities?

Did the candidate hold any other positions at your organization?

What are the candidate’s strengths & weaknesses?

How would you describe the candidate’s quantity and quality of work?

How would you characterize the candidate’s problem-solving skills?

How would you characterize the candidate’s technical/computer skills?
Did the candidate work on multiple projects at once? If so, how did he/she handle prioritization?

How would you describe the candidate’s relationships with coworkers, subordinates (if applicable), and with superiors?

What was the candidate’s reason for leaving your employ?

Would you rehire this candidate?
YES _____
NO _____

Is there anything else you would like to add?

Thank you for your time and assistance.