

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.