TELEPHONE REFERENCE CHECKLIST

Name of Applicant: _____

Position Applied for: _____

Previous Employer: _____

Person Contacted: _____

Title: _____

Relationship to Applicant: _____

Telephone Number: _____

Other Contact Information: _____

Date/Time of Contact (s): _____

Person Conducting Reference: _____

BASIC FACTS

Dates of Employment: From _____ To: _____

Nature of the Applicant's Progress in the Organization: _____

_____

_____

Nature of the Applicant's Position: _____

_____

_____

Nature of the Applicant's Job Duties: _____

_____

_____

Why did the Applicant leave your organization? _____

_____

_____

Would the Applicant be eligible for rehire by your organization? _____

Why or why not? _____

_____

_____

EMPLOYABILITY

How did you rate the quality of _____'s job performance?

_____

_____

How did _____'s performance compare to that of others in the same job?

_____

_____

What would you identify as _____'s weaknesses in this position:

_____

_____

What would you identify as _____'s strengths in this position:

_____

_____

What were _____'s attendance and punctuality records on the job?

_____

_____

How did you rate the quality of _____'s job performance?

_____

_____

Were there any problems with _____'s performance? _____

If so, what were they and how were they addressed?

_____

_____

To your knowledge, was _____ ever disciplined for serious misconduct such as violence, theft, substance use, harassment or violations of organization policy? If so, what were the alleged circumstances and what was the outcome?

_____

_____

To request a free 30-minute consultation on how to safely get useful references for prospective new hires, click here.