

Telephone Reference Check Questionnaire

Applicant

Name: _____ Date: _____

Employer Contacted: _____ Phone # _____

Name of Person Giving Information: _____ Title _____

Hello, my name is _____ and I work for Southern Ute Community Action Programs in Ignacio. A former employee of yours, _____ has listed you as a reference for previous employment. The job he/she has applied for here is _____. And entails such duties as _____, _____, and _____. Do you have about 5 minutes to visit with me about _____? I can assure you, your comments will be treated confidentially. I can fax you a copy of this applicant's authorization for you to release the information if you wish.

1. What was his/her job title when he/she worked for you?
2. What were the duties of this position?
3. How long was he/she employed with you?
4. He/she said he left for _____ reason. Does this correspond with your file?
5. What were his/her greatest assets on the job?
6. This position requires the incumbent to be dependable and reliable. Does he/she meet that qualification?
7. It also requires the incumbent to get along with co-workers and the public. Does he/she meet that qualification?
8. Do you feel he/she worked well within your company's guidelines and policies?
9. Were you aware of any job-related problems he/she had while working with you?
10. Would re-hire him/her?
11. Do you have any other comments you'd like to make?

Thank you for your time.

Signature of Person Doing the Reference Check _____