

Telephone Reference Form

GENERAL INFORMATION	
Name of Applicant	
Reference given by (Relationship & how long)	
Position	
Company	
QUESTIONS	
Dates worked in position?	
What are responsibilities/duties performed by the position?	
How would you rate the quality of the work and why?	
How would you compare the candidate's performance to the performance of others with similar responsibilities?	
Was the person able to meet deadlines?	
What were the candidate's principal strengths, successes and failures? Can you give me an example of each?	
What is the employee's attitude toward work? How was that demonstrated?	

Telephone Reference Form (Part II)

What areas of professional development does the candidate need to pursue?	
How did the candidate resolve conflict between herself and her staff/co-workers?	
In this position _____ is an essential task. In what way has the employee demonstrated skill in this area?	
How is/was the employee's attendance record and punctuality?	
What other information can you give that would help to develop a more complete picture of the candidate?	
Remarks	
Would you re-hire this person? If no, why not?	
Date	
Signature	

Thank you.