

TELEPHONE REFERENCE CHECK FORM

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CANDIDATE NAME	POSITION SOUGHT	CHECK PERFORMED BY	DATE OF REFERENCE CHECK
REFERENCE NAME	REFERENCE ORGANIZATION	RELATIONSHIP TO APPLICANT	REFERENCE PHONE
EMPLOYMENT START DATE	EMPLOYMENT END DATE	POSITION HELD	SALARY
REASON FOR SEPARATION		SEPARATION VOLUNTARY?	ELIGIBLE FOR REHIRE?
NATURE OF APPLICANT'S JOB			
RATE CANDIDATE BASED UPON THE FOLLOWING AREAS <small>poor, fair, good, very good, excellent, N/A</small>			
Responds to Supervision		Ability to Follow Instructions	
Attendance and Punctuality		Quality of Work	
Dependability		Quantity of Work	
Ability to Assume Responsibility		Adaptability	
COMMENTS REGARDING RATINGS			
WERE ANY DISCIPLINARY ACTIONS TAKEN? PLEASE CLARIFY.			
WERE THERE ANY PERFORMANCE ISSUES? PLEASE CLARIFY.			
DEFINE THE STRONG POINTS OF THE CANDIDATE.			
DEFINE ANY WEAKNESSES OF THE CANDIDATE.			
ADDITIONAL COMMENTS			

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