



Phone Reference Checklist - Employment References

Dept. Interviewer: _____ Position: _____
Candidate's Name: _____ Date: _____
Person Contacted: _____ Title: _____
Organization: _____ Telephone: _____

1. Confirm dates of employment: From _____ to _____
2. Confirm Earning: \$ _____
3. What was the nature of his/her position?

4. How would you rate the quality and quantity of his/her work?
Quality: _____
Quantity: _____
5. How would you rate his/her ability to communicate?
Written: _____
Orally: _____
6. How did he/she carry out his/her supervisory responsibilities? -

7. How did he/she get along with other?

8. What are the candidate's strengths?

9. What are the candidate's weaknesses?

10. What were his/her reasons for leaving? _____
11. Given the opportunity, would you hire him/her again? _____
12. What reservations should I have about hiring him/her? _____
13. Who else in your organization would be able to comment on his/her performance?

14. Miscellaneous comments: _____

