



## Telephone Reference Checking Guide

Applicant's name:	Position:
Name of reference:	Date:
Interview conducted by:	

### Information to be requested:

1. In what capacity do you know the applicant?
2. What do you consider to be his/her greatest strengths?
3. How would you compare his/her work to the work of similarly situated employees?
4. In what areas could he/she improve job-related skills?
5. How would you describe his/her skills? (Identify specific job competencies to explore. They may include interpersonal, problem solving, supervisory, or technical abilities.)
6. Did he/she make a significant contribution to your company/department while he/she worked with you? Please describe the nature of the contribution.
7. Do you know why he/she is looking for a new position?

8. Would you rehire him/her if given the opportunity? If not, would you care to tell me why?

Dates of employment:	Job title(s):
Salary:	
Job duties:	