

EXEMPT TELEPHONE REFERENCE CHECK

NAME OF CANDIDATE: _____

POSITION APPLIED FOR: _____

PERSON CONTACTED: _____ TITLE: _____

COMPANY: _____ CITY/STATE: _____

TELEPHONE NO. (H): _____ (W): _____

I'm calling to verify some information given to us by _____, who is applying for a position in our company. How long have you known him/her? _____

What was his/her job title at your company? _____

What was the nature of his/her job? _____

What do you think of his/her work? _____

How would you describe his/her performance in comparison with other people doing the same job? _____

How good were his/her written and oral communication skills? _____

Is he/she a dependable person (i.e., meeting deadlines, getting to work on time)? _____

How well did he/she get along with management? _____

How well did he/she get along with peers? _____

How well did he/she get along with subordinates? _____

What do you feel motivates him/her? _____

What are his/her strong points? _____

What are his/her limitations? _____

Why did he/she leave the company? _____

Would you rehire him/her? YES _____ NO _____

Why not? _____
