



HUMAN RESOURCES OFFICE

PRE-EMPLOYMENT TELEPHONE REFERENCE CHECK

Applicant's Name: _____ Date: _____

Position Applied For: _____

Previous Employer:

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Person to Contact/Title: _____ Phone: _____

Introduce Yourself by Name, Title, and Company

_____ has applied for the _____
Applicant's Name Name of Position

position with our company and has told us that he/she was previously employed by your company. May I have a few minutes of your time to ask a few brief questions? *(If time is not now available, make a definite appointment to recall).* Date: _____ Time: _____

Was _____ employed by your company? ☐ Yes ☐ No
Applicant's Name

Employment was from _____ to _____
(If there is a discrepancy in dates, fill in here) _____ to _____

Starting position he/she held in your company _____

Last position he/she held in your company _____

What was the nature of work and job responsibilities? _____

Tell me how you would rate him/her in the following areas:

1=Outstanding 2=Very Good 3=Good 4=Needs Improvement 5=Unsatisfactory

Attendance	1 2 3 4 5	Productivity	1 2 3 4 5	Quality of Work	1 2 3 4 5
Cooperation	1 2 3 4 5	Job Knowledge	1 2 3 4 5	Communication	1 2 3 4 5
Initiative	1 2 3 4 5	Reliability	1 2 3 4 5	Creativity	1 2 3 4 5

What would you consider to be his/her strongest point? _____

Weakest point? _____

Would you rehire him/her? ☐ Yes ☐ No Why? _____

What was his/her reason for leaving? _____

Do you have additional comments? _____

Name of Person Who Conducted the Telephone Reference Check Date