

TELEPHONE REFERENCE CHECK FORM (CLASSIFIED)

Role/Position Title: _____	Position #: _____
Applicant's Name: _____	
Person Contacted: _____	Date: _____
Job Title of Person Contacted: _____	

Instructions: State name and reason for calling (i.e., that applicant has applied for position with Reynolds)
Ask the individual if he/she would be willing to answer questions about the applicant.

Question 1: Approximately, what were the dates of employment with that organization?

Question 2: What was the applicant's job title while employed with your organization?

Question 3: Please describe your professional relationship with the applicant.

Question 4: How was the applicant's attendance while employed with you?

Question 5: What do you consider to be his/her strengths?

Question 6: What do you consider to be his/her weaknesses?

Question 7: Please describe the applicant's communication and interpersonal skills.

Question 8: If you had an opening today, would you consider hiring this individual again? Why? Why not?

Obtained by: _____ Date: _____