



# Form for Checking References

## Over the Telephone

<b>Candidate Name:</b>	
<b>Position &amp; Dept:</b>	

Reference Name:		Phone Number:	
Company/Institution & Position:		Contact Attempts:	

Remember: Identify yourself, SFA, your reason for calling and the position for which the candidate is applying.

#	Reference Check Question	Response/ Notes
1	What is/was your relationship to the candidate?	
2	From what month and year until what month/year did you work with them?	From: _____ To: _____
3	Can you verify the position(s) that they held?	
4	Can you provide a general description of the candidate's character?	
5	Did you have the opportunity to observe the candidate in their position? If so, what did you observe about their work?	
6	How would you describe their performance in this position?	
7	What do you consider their strengths to be?	
8	In what areas does the candidate need additional development?	
9	How would you compare the performance of the candidate with that of others who have held the same job?	
10	Please describe their work ethic in the context of tardiness, absenteeism, attitude, abuse of sick or vacation time, dependability, trustworthiness or completion of assigned tasks	
11	In what sort of environment do you think that the candidate would work best?	
12	Why did they leave (or why are they interested in leaving) your organization?	
13	Would you hesitate to re-employ or work with them if you had the opportunity?	
14	Is there any additional information that you feel we should have in considering this candidate for employment?	

Committee Member Name:		Date:	
------------------------	--	-------	--