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| --- | --- |
| your logo here | [Company Name] |

# Telephone Reference Check Form

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| --- |
| Applicant Information |
| Applicant Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |

|  |  |
| --- | --- |
| Position Applied for: |  |
| Recruiter Name: |  |

|  |
| --- |
| Contact Information |
| Name of Contact: |  |
| Title: |  | Phone: |  |
| Company: |  |

|  |
| --- |
| Reference Comments |
| Was the candidate an employee of your company? | YES[ ]  | NO[ ]  |  |
| When? | START DATE: |  | END DATE: |  |  |
| What was the applicant’s position on the last day of employment? |  |
| What were the applicant’s job responsibilities? |
|  |
| How would you describe the candidate’s working relationship with the team (peers, subordinates, management)? |
|  |
| What would you consider to be the candidate’s areas of improvement?  |
|  |
|  |
| How would you describe his/her overall performance? |
|  |
| How would you describe the candidate’s ability to organize, prioritize and manage time? |
|  |
| Describe the candidate’s ability to handle pressure, or stress.  |
|  |
| How would you assess their communication style, both oral and written? |
|  |
| Can you comment on the candidate’s attendance? |
|  |
| Would you rehire this applicant? | YES[ ]  | NO[ ]  |  |
| Is there anything else you would like to add? |
|  |
| *Thank you for your time and assistance.* |