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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. | | |

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

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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? | | | | | | | | | | | |
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| How would you describe the candidate’s working relationship with the team (peers, subordinates, management)? | | | | | | | | | | | |
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| What would you consider to be the candidate’s areas of improvement? | | | | | | | | | | | |
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| 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.* | | | | | | | | | | | |