

# APPLICANT TELEPHONE REFERENCE CHECK

*\*Recommend Reference Checks Be Completed With Supervisors Of The Last Two Former Employers*

Name of Applicant:	Name/Title of Respondent:
Position Applied For:	Company:

Company Not Willing To Give Reference Information

Employed From \_\_\_\_\_ To \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Reason For Separation:    \_\_\_ Quit    \_\_\_ Laid Off    \_\_\_ Discharged    Other \_\_\_\_\_

*Comments:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What were the major job responsibilities of employee's position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**As an employee, was/is this person: (please comment on the following)**

*Able to follow instructions?* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Able to understand job duties?* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Receptive to feedback?* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Able to work well with others?* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Able to deal with job stress/change?* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Motivated/Take Initiative?* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Dependable?(Attendance)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Productive?(meet deadlines)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What would you consider to be some of this person's strengths? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are some of the areas of performance that this person could improve or that you would recommend further development/training? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Eligible for Rehire?       Yes       No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended for employment?       Yes       No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments/Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature:	Title:	Date:
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