

Telephone Reference Checklist

Applicant's Name _____

Name of Reference _____ Telephone _____

What was your working relationship with the applicant? _____

Institution Contacted _____ Address _____

Employment Dates: From _____ To _____ Is this correct? _____

Please comment on the following applicant characteristics:

Communication Skills _____

Leadership Skills _____

Decision Making _____

Student Relations _____

Dependability _____

Initiative _____

How did the employee get along with his/her employees, supervisors, and peers?

Strengths/Weaknesses _____

If applicable, ask the following:

Why did the employee leave your institution? _____

Would you rehire him/her? _____ If no, please explain. _____

Would you recommend him/her for employment with the University? _____

If no, please explain. _____

Additional Comments: _____

Reference check made by _____ Date _____