

Telephone Reference Check Guide

Applicant _____ Date of Reference Check _____

Candidate for _____ Checked by _____

Reference Contacted:

Agency Name _____ Phone _____

Person Talked to _____ Title _____

Email _____

Introduce yourself by Name, Title and Company

(name of applicant) has applied for employment with us and has told us that he/she previously worked for your company. I would like to verify some information he/she has given us.

Do you have time to answer a few questions? (If not, get a definite time to recall.)

1. Was he/she employed by your company? Yes ____ No ____
2. He/she states that he/she worked for your company from _____ to _____
Is that correct? Yes ____ No ____ If not, show correct dates: from _____ to _____
3. What was his job when he/she began to work for you? _____
4. What was his job when he/she left your company? _____
5. He/she states he/she was earning \$ _____ per _____.
Is that correct? Yes ____ No ____ If not, show actual rate \$ _____ per _____
6. What did you think of the quality of his/her work? _____

7. Was he/she regular and punctual in attendance? Yes ____ No ____

8. How did he/she get along with others? _____

9. Why did he/she leave your company? _____

10. Would you reemploy him/her? Yes ____ No ____ If not, why not? _____