

TELEPHONE REFERENCE WORKSHEET
Human Resources Office

Complete Part A prior to contacting reference(s).

(A) Candidate & Reference Information

Name of Candidate:
Position being considered for:
Department:
Name of Reference: Title:
Name of Reference Company/Institution:
Phone Number: () -

(B) Verify the following information:

Reference's relationship to candidate (i.e. supervisor, co-worker, etc.)

Dates of Employment: *From:* _____ *To:* _____
(month/year) (month/year)

Candidate's Title/Position at Reference Company/Institution:

(C) Suggested questions:

1. Would you please describe the applicant's position responsibilities and level of supervision required?
2. Please describe the applicant's interpersonal skills and ability to perform as a team player. Describe his/her leadership skills.
3. Please describe their strengths and weaknesses as it relates to their position and success within your organization.
4. How would you describe the applicant's ability and willingness to work with diverse groups of people?
(students, faculty, administration, staff)
5. Why did the applicant leave?
6. How do you rate the applicant in the following areas:
 - a) Written communication skills
☐ Superior ☐ High ☐ Average ☐ Minimally Sufficient
 - b) Oral communication skills
☐ Superior ☐ High ☐ Average ☐ Minimally Sufficient

c) Ability to get along with others
☐ Superior ☐ High ☐ Average ☐ Minimally Sufficient

d) Competence in his/her field of expertise
☐ Superior ☐ High ☐ Average ☐ Minimally Sufficient

e) Ability to analyze and resolve issues consistently and effectively
☐ Superior ☐ High ☐ Average ☐ Minimally Sufficient

f) What can you say about this person's attendance record?
☐ Superior ☐ High ☐ Average ☐ Minimally Sufficient

g) How would you rate his/her reliability?
☐ Superior ☐ High ☐ Average ☐ Minimally Sufficient

h) Overall quality of work
☐ Superior ☐ High ☐ Average ☐ Minimally Sufficient

i) Supervisory skills
☐ Superior ☐ High ☐ Average ☐ Minimally Sufficient

j) Overall level of contribution to institution/company
☐ Superior ☐ High ☐ Average ☐ Minimally Sufficient

7. Based on the candidate's performance with your organization, do you think he/she would be good in the type of position we're considering him/her for? If yes, why?

(For Faculty Positions Only)

8. How would you characterize the applicant's:

a) Teaching ability and style _____

b) Knowledge of curriculum and instructional programs _____

c) Personal qualifications and commitment to teaching excellence _____

d) Commitment to students and student-centered teaching/learning _____

e) Willingness to perform the duties of the position beyond minimal requirement _____

REFERENCES CHECKED BY: _____
(signature/title)

DATE: _____