

Northwest University

Telephone Reference Check

(Always get permission from applicant before checking with current supervisor/employer)

Applicant Name (X): _____ **Person Contacted:** _____

Name of Company: _____ **Position Held:** _____

Relation to Applicant: _____ **Telephone Phone: ()** _____

Step 1: Introduce yourself and state purpose of call

Good day, my name is _____, (Title) _____ at Northwest University. We are considering **(X)** for employment in the position of _____. Your name has been given as a former employer. We would greatly appreciate your evaluation of this applicant's job performance.

Step 2: Confirm information provided

- _____ **(X)** _____ states that he/she was employed with your company as _____ from _____ to _____. Is this correct?
- What was the nature of his/her job (description of duties and responsibilities)?

- Why did they leave?

Step 3: Gather information about the candidate

- Describe the quality of his/her work.

- What were his/her strong points?

- How did he/she react under pressure?

- In what areas could we help (X) improve upon to assure job success?

- **If appropriate ask:**
 - How many people did he/she supervise?

 - How would you describe his/her style in managing people?

Please rate this candidate on the following items

Characteristics	Excellent	Good	Fair	Poor	Comments
Initiative/Self Direction					
Reliability/Responsibility/Dependability					
Flexibility					
Communication Skills					
Attention to Detail					
Organizational Skills					
Discretion/Good Judgment					
Working with others/Team Skills					
Acceptance of direction from others					
Leadership Qualities					
Attendance					

- Would you rehire him/her? If not, why not?

- Is there anything else you would like to comment on regarding (X's) job performance.

Interviewer: _____ Date: _____