

SAMPLE TELEPHONE REFERENCE QUESTIONS

Applicant's Name:
Position Applied For:
Company Contacted:
Reference's Name and Title:
Telephone Number:
Date:

Thank you for taking my call. (Applicant's name) is a finalist for the position of (job title) at the University of Texas at Dallas and has indicated that I may ask you for a reference.

1. In what capacity have you known the applicant, and for how long?
2. What were the applicant's title, salary and dates of employment with your organization?
3. How would you describe the applicant's duties in this position?
4. How would you describe the applicant's style of relating to people?
5. How well did the applicant follow direction?
6. How well did the applicant perform assignments?
7. Did the applicant follow-through on assignments in a timely manner? Please describe.
8. How was the applicant's decision making ability and ability to work independently?
9. What are the applicant's strongest job skills?
10. Have you perceived any weaknesses in work performance?
11. What was the reason for leaving?

12. Would the applicant be eligible for rehire?

13. Is there anything else you would like to tell me about (applicant's name) work performance or behavior?

Thank you very much for talking with me about this candidate. I appreciate your time.

Reference Check conducted by:

Name:

Title: