

TELEPHONE REFERENCE CHECK

1. Was the applicant employed by your company? YES NO

2. What were the dates of employment? From _____ To _____.

3. Applicant said he or she was earning \$ _____ per _____ when leaving your company. Is this correct? YES NO

4. What was the position and its responsibilities?

5. Did the applicant fulfill these duties and responsibilities? If not, what areas did the applicant have difficulty with?

6. Did the applicant receive any promotions? YES NO
Please describe circumstances.

7. How was the applicant's attendance and punctuality?

8. How was the applicant's overall work performance?

9. How did the applicant get along with coworkers? How did he or she respond to management/supervisors when something was required of him or her? Were there any difficulties, and if so, how did the applicant strive to overcome them?

10. What were the applicant's reasons for leaving your company?

11. Would you rehire? YES NO
If not, why?

12. Are there any additional comments that you would like to make?