

LBCC Human Resources

Telephone Reference Check Form

Applicant Name: _____ Date: _____

Job Title: _____

Reference Contacted: _____

Company Name: _____ Phone: _____

Dates of employment & job titles verified: ___ Yes ___ No

When conducting reference checks, immediately identify yourself and explain the reason for calling. It is important to keep all questions job-related.

1. (Applicant's Name) has listed you as a previous (or current) employer. I would appreciate your interpretation of the major responsibilities of the job. How would you describe (Applicant's Name) principle strengths in performing the work?
2. (Applicant's Name) has applied for a position with us that includes the following duties. (Explain job.) Based on your experience with the candidate, what would you say about his/her ability to perform in this position?
3. How would you describe this candidate's attitude and ability to work with others?
4. We all have areas in which we need to improve. What are some of the areas of improvement that you discovered are needed by this candidate? Please explain why.
5. What additional comments do you have that would help us evaluate whether or not this job is a good match for the candidate?
6. Would (Applicant's Name) be eligible for rehire at this company?
___ Yes ___ No

Caller's signature _____

7/24/08