

This form is intended to be used as a guide and can be modified to meet your particular needs. Remember to give candidates advanced notice that you will be checking their references. Use the following guidelines when you are conducting all telephone reference checks, whether the candidate is an internal employee or an external candidate:

- ✓ Introduce yourself and state the purpose of your call.
- ✓ Confirm that it is a convenient time to talk.
- ✓ Briefly describe the position for which the applicant has applied.
- ✓ Confirm the relationship between the person giving the reference and the applicant
- ✓ Verify basic duties such as job title, duties, salary, dates of employment
- ✓ Be consistent! Ask the same questions about all final candidates and weigh the information equally; what disqualifies one should be the basis for disqualifying any others.

Possible Reference Check Questions

- 1. Date reference was contacted**

- 2. Company Name**

- 3. Reference Job Title**

- 4. Phone #**

- 5. Relationship to Applicant**

- 6. How long associated with applicant?**

- 7. Applicant's Job Title**

- 8. From when to when did applicant work for company**

9. What were the major duties performed

10. Please comment on applicant's ability to handle or assume responsibility

11. Please comment on the applicant's ability to follow instructions.

12. Please comment on the degree of supervision needed by applicant

13. What were the applicant's strengths?

14. What were the applicant's weaknesses?

15. Would you rehire the applicant?

16. If you answered no to the question about rehire, please comment on why you would not rehire the applicant?

17. Why did applicant leave?

Reference Check Completed By: _____

Please note - Please answer applicable questions and then email all completed reference check forms to careers@floridapoly.edu.