

**TELEPHONE REFERENCE CHECKLIST**

**Name of Applicant** \_\_\_\_\_  
Position applied for \_\_\_\_\_  
Person contacted \_\_\_\_\_ Title \_\_\_\_\_  
Telephone \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_ has applied for a position with us.

**Would you please verify the following information:**

- **Dates of employment: From** \_\_\_\_\_ **To** \_\_\_\_\_
- **What was the nature of his or her position?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- How would you evaluate his or her work?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- What were his or her strong points?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Would you please comment on his or her:  
dependability \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ability to get along with others \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

potential for advancement \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- 
- **Why did he or she leave your company?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Would you confirm a salary level of \$ \_\_\_\_\_ Yes \_\_\_ No \_\_\_

- **Would you re-employ this person?** Yes \_\_\_ No \_\_\_

- Any other comments?

**Reference checked by** \_\_\_\_\_ **Date** \_\_\_\_\_