

TELEPHONE REFERENCE CHECK – CHARACTER

Applicant: **Referees Name:**

Relationship to Applicant**Telephone Number:**

QUESTIONS

1. How long have you known?

2. In what capacity do you know him/her?.....
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3. Would you consider this person dependable (on time) and a hard worker? Yes/ NO
Can you give me an example to support your view?
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4. Can you tell me about his/her strongest character traits with examples please?
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5. Can you tell me what his /her worst trait with an example is please?
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6. If you were going to provide advice on how to best guide this person, what would it be?
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**7. Does the candidate always conduct his/her dealings with others in a tactful manner?
Explain**

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8. How would you describe his/her attitude to work?

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**9. How would you describe his/her contribution and willingness to participate as part of
a team?**

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**10. How would you describe his/her organizational skills? (Probe ability to prioritize,
manage time)**

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11. What 5 words would you use that best describe him /her?

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**12. Describe the job requirements, working conditions and role expectations. Do you
believe he/she would work well in this position? Why/Why not?**

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13. Are there any other comments you would like to add? Is there anything else that we should know about him/her?

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Thank You for Your Time

Name: Signature :.....

Date: