

TELEPHONE REFERENCE CHECK – PAST EMPLOYER

Applicant: **Referees Name:**
Company: **Position Held:**
Relationship to Applicant **Telephone Number:**

QUESTIONS

1. states that he/she was employed with your company as
from toat the salary range of K
- Is this correct? Yes / No

2. **What were the main duties and responsibilities carried out by him/her?**

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3. **How would you assess his/her performance in the job?**

Consider:

- Were there any areas in which he/she performed especially well?
- Were there any areas in which he/she failed to meet expectation?

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4. **Why did he/she leave your company?**

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

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

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7. If appropriate:

How many candidates did he/she supervise?

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How would you describe his/her style in managing staff?

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

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9. How would you describe his/her attention to detail?

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10. Did he/she have a good attendance record? (Probe punctuality, reliability)

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11. How did he/she demonstrate initiative?

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12. How does he/she work under pressure/handle stress?

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13. How would you describe his/her attitude to change? Are they flexible?

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

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15. Can you identify any areas requiring further development?

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16. Given the opportunity, would you re-employ him/her in an appropriate role?

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17. 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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18. 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: