

TELEPHONE REFERENCE CHECK FORM

Instructions: Pursuant to policy 3.235 RCUH Selection of Regular Hires, job-related supervisory, telephone reference check(s) must be completed to confirm an applicant's qualifications, work performance, and employment history. This form provides you with a set of questions to assist in determining whether the applicant meets your project's job requirements. Inform the person you are speaking to that this is a CONFIDENTIAL process and to provide you with only factual information.

Name of the Applicant:

Person Contacted (Name, Organization, Phone #):

1. CONFIRM WORK EXPERIENCE/PERFORMANCE: Ask the person to confirm relationship to applicant (e.g., supervisor), confirm job title, and describe the applicant's work duties and performance (e.g., attendance, quality of work, ability to follow directions, work well with others).

2. CONFIRM DATES OF EMPLOYMENT: Please confirm the period the applicant worked for your company from _____ to _____. Is this accurate? If not, provide the corrected information.

3. APPLICANT'S ABILITY TO PERFORM THE JOB HE/SHE HAS APPLIED FOR AND DETERMINE IF APPLICANT IS A GOOD FIT TO YOUR ORGANIZATION: Briefly describe the job's duties, work environment (e.g., indoors, outdoors) and your expectations (e.g., attendance, work ethics), your management style (e.g., collaborative, liberal, strict). Ask the person: (1) Based on the description provided, do you feel applicant can perform competently in this job? (2) Why do you feel the applicant can perform the job and meet your expectations?

4. What would be one thing he/she can improve on the job? Why?

5. Would you rehire applicant? YES NO (If no, explain why)

Completed by: _____
Print Name/Signature

Date