

Telephone Reference Check

Candidate: _____

Referenced by: _____ Date: _____ Co. contacted: _____

Address: _____ Phone: _____

Individual contacted/title: _____

Date hired: _____ Position at hire: _____ He/she listed salary at: _____

Date left: _____ Position at termination: _____ Is this correct: Y N

Were you involved in the decision to hire or promote him/her? Comments: _____

Job responsibilities: _____

How would you describe him/her?

A. Job Performance: _____

B. Quality and reliability of work: _____

MANY MORE AVAILABLE UPON PURCHASE

Signature _____ Title _____