



Telephone Reference Check Form

Current Date

Applicant Name: Position Applied For:

Person Contacted: Title:

Working Relationship to Applicant:

Firm/Company: City:

I wish to verify some of the information given to us by (applicant), who is being considered for employment at The College of New Jersey as a/an (position title).

1. What were the dates of his/her employment with your firm?

2. What was his/her job title and primary responsibilities when he/she started?

3. How would you describe the quality of his/her work?

4. How well did he/she respond to pressure (e.g. from high volume, deadlines, multiple tasks, public contact)?

5. How well did he/she plan and organize his/her work, and were assignments completed in a timely fashion?

6. What was the amount of supervision required for him/her?

7. How well did he/she get along with other people (e.g., clients, co-workers, supervisors)?

8. How did he/she respond to criticism/interpersonal conflict?

TELEPHONE REFERENCE CHECK FORM (continued)

9. What are his/her strongest skills as an employee?

10. What areas of his/her performance needed improvement?

11. What was the reason for separation?

12. Would you rehire him/her at the same level?

If not, why not, and for what level of work would you rehire him/her?

Did you talk with the employee about the problem?

Did you document the action?

May we share this reference with the employee? YES NO

SPECIFIC SKILLS/EXPERIENCE

In addition to the above questions, which address general performance areas common to most jobs, questions addressing specific duties of this particular position should be included. For example, such questions might cover one or more of the following areas:

- * Technical knowledge or skills applicable to this type of work
- * Experience in the applicable professional field
- * Clerical skills/experience
- * Lead/supervisory experience
- * Budget/bookkeeping
- * Fiscal management
- * Computer applications (software, hardware, operating systems, etc.)
- * Program/project development
- * Writing
- * Interpreting and applying rules and regulations

Please use this space for any additional questions you address

Question #1:

Response:

Question #2:

Response:

Question #3:

Response:

Question #4:

Response:

References checked by: _____ Date: _____