

**SAMPLE
TELEPHONE REFERENCE CHECK**

CANDIDATE NAME: _____ **DATE:** _____

FORMER EMPLOYER: _____ PHONE: _____

DATE OF EMPLOYMENT: _____ TO _____

POSITION TITLE: _____

DUTIES: _____

How long and in what capacity have you known (*candidate*)? _____

What strengths does/did the candidate demonstrate in performing daily responsibilities? _____

What weaknesses does/did the candidate demonstrate in performing daily responsibilities? _____

What do you regard as (*candidate's*) most significant contribution or achievement in his/her current position? (*Or, if not employed at candidate's current institution...“in his/her position during the period of your professional association with (candidate).”*) _____

In what sort of professional environment or atmosphere would (*candidate*) be most comfortable or potentially productive? _____

What evidence can you provide of (*candidate's*) sensitivity to students/colleagues of diverse backgrounds? Please give any examples you might have. _____

To your knowledge, what interest does (*candidate*) have in multicultural issues? _____

In what capacity or regard will (*candidate*) be most missed should he/she decide to leave (*institution*)? _____

How would you rate this candidate's overall performance? _____

How would you describe the candidate's working relationship with his/her colleagues? _____

Is there anything else you would care to tell us about (*candidate*)? _____

Would you rehire? _____ Yes _____ No. If not, why? _____

Additional Comments: _____

Information received from: _____

Title: _____ Date _____

Received by: _____

(Signature)