



Telephone Reference Check Form

Applicant's Name: _____

Name of Reference: _____

Telephone Number: _____

Date/Time of Reference Interview: _____

Hiring Department: _____

Please use the following script as a generic guide for the reference check interview and to document your discussion. You may tailor your questions to the position for which you are searching. Reference checks must be documented. Please complete and sign this form and forward it to the Human Resources Office along with all other search materials.

1. Greeting

Identify yourself as a member of a search committee at SUNY Delhi. Identify the position and that you are calling to get a reference for (name of applicant). Secure the permission of the reference to proceed.

2. Relationship:

How do you know the candidate: coworker, direct supervisor, or other?

How long have you known the candidate? _____

3. Position:

Describe the essential duties of the position the candidate has applied for. Based on the duties described, how well do the candidate's skills and abilities compare?

4. General Information: How would you describe this individual's...

Dependability

Use of judgment

Ability to get along with others

Work ethic

Quality of work

Biggest strengths

Areas that need improvement

Position specific questions:

5. Employment Verification (if applicable):

What was the candidate's job title? _____

Please describe the duties that this person performed.

How long did you work with the candidate?

How would you describe the individual's attendance?

Why did they leave your organization?

Would you rehire this individual? If no, why not?

6. Closing: Thank the reference for their time and cooperation.

Signature of Interviewer: _____

Date of Interview: _____

This form must be submitted to Human Resources at the conclusion of the search