



## 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? \_\_\_\_\_

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 he/she leave your organization?

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

**6. Closing:**

Thank the reference for thier time and cooperation

Signature of Interviewer: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

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