

Optional



GEORGE FOX
UNIVERSITY

Telephone Reference Check

Applicant's Name _____ Position Applied for _____
Person Contacted _____ Title _____
Company _____ Phone _____
Address _____ City _____ State _____ Zip _____

1. (Name) _____ has applied for a position with us. Would you please verify the following information? Date of Employment: From _____ To _____
2. What was the nature of his/her job, including title? _____

3. Did he/she have any supervisory responsibilities? _____
4. On a scale of 1 to 10 (10 being highest), how would you evaluate his/her work? _____
5. Did he/she progress in the job? _____
6. What were his/her strengths? _____

7. Were there any limitations? _____

8. Would you comment on his/her:
 - a. Dependability _____
 - b. Attendance _____
 - c. Ability to accept responsibility _____
 - d. Amount of supervision needed _____
 - e. Potential for advancement _____
9. Why did he/she leave your company? _____

10. What were his/her earnings? Starting _____ Ending _____
11. Would you reemploy this person? _____
12. Do you have any reason to believe this person might cause harm to anyone in the workplace? _____

13. Is there anything else you think we should know? _____

14. Other _____

Reference Checker _____ Date _____