



TELEPHONE REFERENCE CHECK

Two reference checks of current or past supervisors are required for external hires. Notify the selected candidate that references will be checked before contacting references. Additionally, current employment must be verified through a reference check or with a copy of the most recent pay stub from the selected candidate. Contact Talent Acquisition and Recruitment with any questions.

Name of Candidate:					
Posting Number:					
Employer Contacted:					
Name, Title & Telephone Not Person Providing the Re					
*If not the immediate supe	ervisor, plea	se explain why no	rt:		
Candidate's Title					
Candidate's Title: Dates of Employment: From: To:					
Final Salary:				·	
 What was the overall jo Rate the selected cand 	lidate's:				
	Excellent	Above Average	Average	Below Average	Unsatisfactory
Job Knowledge/ Skill Quality					
Ability to Follow Directions					
Completion of Work in an Accurate/ Timely Manner					
Customer Service Skills					
Working Relationships					
Reliability		П		П	

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RECRUITMENT RESOURCE - TELEPHONE REFERENCE CHECK

No	Notes for ratings:				
3.	3. What are the candidate's strengths? Please give examples.				
4.	4. What are the areas in which the candidate needed improvement? Please give examples.				
5.	5. What was the reason for leaving?				
6.	6. Did the candidate require direct or limited supervision? Please explain.				
7.	7. Is he or she eligible for rehire? Yes No If no, why?				
8.	8. Is there anything else that I have not asked, but that you can tell me about the candidate's work performance in your organization?				
9.	9. Is there anyone else I should speak with regarding the candidate's performance?				
Ref	Reference Check Conducted By: Date: _				