

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 Number of Person Providing the Reference*: _____

*If not the immediate supervisor, please explain why not:

Candidate's Title: _____

Dates of Employment: From: _____ To: _____

Final Salary: _____

1. What was the overall job summary of the position held by the selected candidate?

2. Rate the selected candidate's:

	Excellent	Above Average	Average	Below Average	Unsatisfactory
Job Knowledge/ Skill Quality	<input type="checkbox"/>				
Ability to Follow Directions	<input type="checkbox"/>				
Completion of Work in an Accurate/ Timely Manner	<input type="checkbox"/>				
Customer Service Skills	<input type="checkbox"/>				
Working Relationships	<input type="checkbox"/>				
Reliability	<input type="checkbox"/>				

