



Telephone Reference Verification Form

Candidate Name: _____ Company Name: _____	
Contact Name/Title	Phone #'s

Position/Title	Start Date	End Date	Base Pay	Bonus
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1. What was your relation to the candidate?
2. What was his/her responsibilities?
3. Tell me about her/his strengths?
4. What are (candidate)'s greatest weaknesses? Areas of improvement?
5. On a scale of 1 to 10, 10 being highest, how would you rate this person in relation to others who have held this position?
6. If not a 10, what would (candidate) have to do to become a ten?
7. How would you describe the following:
 - a. Ethics
 - b. Initiative
 - c. Punctuality
 - d. Attendance
 - e. Productivity
 - f. Communication Skills
 - g. Personality
 - h. Overall Quality of Work
8. How did (candidate) get along with
 - a. Supervisor
 - b. Co-workers
 - c. Subordinates
9. (Candidate)'s Reason for Leaving?
10. Would you rehire or recommend for rehire?
11. General Comments that would help a prospective employer know more about (candidate).
12. Is there anyone else you can suggest that we may wish to speak with regarding (candidate)?

Print Name Checked by (signature) Date