



# Telephone Reference Check



**INSTRUCTIONS:** This form is used by hiring managers to record responses to the following questions regarding a reference check for an employment candidate. Complete one of these forms for each reference you check. Reference checks must be performed on the finalist(s). Two references are required, including one from a supervisor. Use the scoring key below to score each response and calculate a total reference check score. All completed Telephone Reference Check Forms must be submitted to Human Resources when a selection is made. ***Any revisions to the reference check questions for staff positions, must have prior approval from Human Resources.***

### TIPS:

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| <ul style="list-style-type: none"> <li>Ask the candidate(s) to notify individuals that you will call them for a reference.</li> </ul>  | <ul style="list-style-type: none"> <li>Confirm that it is a convenient time to talk</li> </ul>   |
| <ul style="list-style-type: none"> <li>Ensure all references are individuals who have worked with the candidate in a professional capacity and are not relatives or friends of the candidate.</li> </ul> | <ul style="list-style-type: none"> <li>Ensure that at least one reference is a former or current supervisor of the candidate.</li> </ul> |
| <ul style="list-style-type: none"> <li>Document all reference checking activities.</li> </ul>  | <ul style="list-style-type: none"> <li>Be consistent! Ask the same questions about all final candidates.</li> </ul>                      |

**MAKING THE CALL:** Thank you for taking my call. *<Candidate's Name>* is a finalist for the position of *<Job Title>* at Texas A&M University-Texarkana and has indicated you as a reference. May I ask you some questions about *<Candidate's Name>*?

**IMPORTANT: All of the following identifying information is REQUIRED to be completed.**

<b>Applicant's Full Name:</b>	<b>Job Vacancy Notice #:</b>
<b>Reference's/Company Name:</b>	<b>Reference's Phone #:</b>
<b>Conducted By:</b>	<b>Date Conducted:</b>

**Scoring Key: 5 = Superior 4 = Above Average 3 = Average 2 = Below Average 1 = Poor 0 = No Answer**

	Score
1. In what capacity have you known <i>&lt;Candidate's Name&gt;</i> and for how long?	
2. What was <i>&lt;Candidate's Name&gt;</i> title, salary and dates of employment with your organization?	
3. How would you describe <i>&lt;Candidate's Name&gt;</i> work?	

4. How would you describe <Candidate's Name> style of relating to people?	<b>Score</b>
5. What are <Candidate's Name> strongest job skills?	<b>Score</b>
6. Have you perceived any weaknesses in work performance?	<b>Score</b>
7. Is there anything else you would like to tell me about <Candidate's Name> work performance or behavior?	<b>Score</b>
8. Would <Candidate's Name> be eligible for rehire?	<b>Score</b>
9. Is there anything you would like to add? (Additional comments)	<b>Not Scored</b>
<b>Total Telephone Reference Check Score:</b>	