

Telephone Reference Check List

References should be checked after the interview.

Name of Applicant _____

Person Contacted _____ City/State _____

Company _____ Telephone _____

I would like to verify some of the information given to us by _____, who is

Applying for a position with the Department of _____ at UC San Francisco.

Note: Questions must be job related. Responses should be documented information.

What were the dates of his/ her employment with you?

What was the nature of his/her job (description of duties and responsibilities)?

Did he/she have any supervisory responsibility?

How did he/she get along with others?

How would you describe his/her performance?

What are his/her strong and weak points?

Could you comment on his/her attendance, dependability, ability to take on responsibility, potential for advancement, degree of supervision needed, and any difficulties that interfered with his/her work?

What job progress did he/she make?

Why did he/she leave your company?

Would you rehire him/her? If not, why not?

If you experienced any difficulties, were they discussed with the employee? Was there improvement?

Signature _____ Date _____