

MATHIS INDEPENDENT SCHOOL DISTRICT



TELEPHONE REFERENCE CHECK FORM

NOTE: DO NOT CONDUCT REFERENCE CHECKS WITHOUT A SIGNED APPLICATION. ONLY CHECK THOSE REFERENCES AUTHORIZED ON APPLICATION.

APPLICANT NAME: _____ POSITION: _____

REFERENCE NAME: _____ TITLE: _____

COMPANY NAME: _____ PH. No.: _____

RELATIONSHIP TO APPLICANT: _____

COMPLETED BY: _____ DATE: _____

1. HOW LONG HAVE YOU KNOW/SUPERVISED THE CANDIDATE?

2. WHAT WAS HIS/HER POSITION AND MAIN JOB RESPONSIBILITIES?

3. CONFIRMATION OF EMPLOYEE DATES. (IF APPLICABLE)

4. WHAT WERE HIS/HER STRENGTHS?

5. WERE THERE ANY AREAS THAT NEEDED IMPROVEMENT?

6. HOW WELL DID HE/SHE GET ALONG WITH:

MANAGEMENT/SUPERVISORS

GOOD FAIR POOR

COWORKERS

GOOD FAIR POOR

CLIENTS/CUSTOMERS

GOOD FAIR POOR

7. WOULD YOU DESCRIBE THIS PERSON AS BEING PEOPLE OR TECHNICALLY ORIENTED?

8. DID HE/SHE REQUIRE CLOSE SUPERVISION?

9. DESCRIBE HIS/HER WRITTEN AND ORAL COMMUNICATION SKILLS?

10. HOW SATISFIED WERE YOU WITH HIS/HER TIME MANAGEMENT SKILLS?

11. HOW SATISFIED WERE YOU WITH HIS/HER PUNCTUALITY AND ATTENDANCE?

12. WHAT WOULD YOU SAY MOTIVATES THIS PERSON TO DO A JOB WELL?

13. HOW WAS HIS/HER ATTITUDE TOWARDS THEIR WORK?

14. WHAT KIND OF WORK ENVIRONMENT AND POSITION WOULD THIS PERSON THRIVE IN?

15. WHAT WERE THE CIRCUMSTANCES SURROUNDING THE APPLICANT LEAVING YOUR ORGANIZATION?

16. WAS PROPER NOTICE GIVEN?

17. WOULD THIS PERSON BE ELIGIBLE FOR RE-HIRE WITH YOUR COMPANY?

18. IS THERE ANYTHING YOU WOULD LIKE TO ADD THAT WILL ASSIST US IN OUR DECISION?
