

TELEPHONE REFERENCE CHECK FORM (FACULTY)

Role/Position Title: _____	Position #: _____
Applicant's Name: _____	
Person Contacted: _____	Date: _____
Job Title of Person Contacted: _____	

Instructions: State name and reason for calling (i.e., that applicant has applied for position with Reynolds)
Ask the individual if he/she would be willing to answer a few questions about the applicant.

Question 1: What was the applicant's job title and dates of employment with your organization?

Question 2: Please describe your professional relationship with the applicant. How long have you known the applicant?

Question 3: How would you rate the applicant's competence in his/her field?

Question 4: What do you consider to be his/her strengths?

Question 5: What do you consider to be his/her weaknesses?

Question 6: How would you characterize the candidate's working relationship with colleagues, supervisors, and others?

Question 7: If you had an opening today, would you consider hiring this individual again? Why? Why not?

Question 8: Do you have any reservations in regard to this applicant functioning as a _____?

Obtained by: _____ Date: _____