

## TELEPHONE EMPLOYMENT REFERENCE

**Applicant Name:** \_\_\_\_\_

**Position Hiring for:** \_\_\_\_\_

Advise the Reference that the Applicant has signed a release to check references (signed application form). Briefly describe the vacancy for which we are considering the Applicant. Ask each section below and fill in the answers in detail.

1. Reference Provider name, job title, contact information and professional relationship with applicant:
2. Applicant's job title and dates of employment with company or institution:
- 3.. Please rate from 1-10 or N/A (1 being the lowest and 10 being the highest) for the following areas of work performance:
  - Quality of Work:
  - Quantity of Work:
  - Working Relationships with Others:
  - Dependability:
  - Attendance/Punctuality:
  - For Faculty positions:***
    - Ability to build relationships with students:
    - Instructional ability:
4. Please state any job-related strengths:
5. Please state any job-related weaknesses:
6. Has the applicant ever displayed a violent temper at work?  
Comments:
7. Has the applicant ever been disciplined for harassing or mistreating fellow employees, clients, or students?  
Comments:
8. Of the employees you have known or supervised in this role, how would this person rate...top 5%, top 25%, top 50%?
9. Would you rehire?
10. Do you have any additional comments regarding the applicant's employment and job performance which might influence our decision?

Hiring Supervisor Name (please print) \_\_\_\_\_ Date \_\_\_\_\_