

Rensselaer

TELEPHONE REFERENCE CHECK

(Three reference check forms must be completed and signed for each candidate before a candidate can be hired.)

SECTION I: APPLICANT INFORMATION

Last Name

First Name

Middle Initial

Open position for which candidate applied

If candidate is internal, provide current Job Title and Department

SECTION II: REFERENCE CONTACT

Person Contacted

Employer/Organization

Telephone Number

Title/Occupation of Person Contacted

Length of Association to Candidate

Relationship to Candidate: Supervisor Co-Worker Academic Other Describe: _____

SECTION III: CANDIDATE INFORMATION

(Supplied by Contact Person) References must be work-related or related to academic background.

Position Held/Job Title

Dates of Employment

Direction Needed: None Moderate Excessive Explain if excessive: _____

Job Performance: Excellent Good Fair Poor Explain rating: _____

Attendance Record: Regular Irregular Poor Explain if irregular/poor: _____

What were this person's strong points? _____

In what areas did this person need improvement? _____

What was this person's reason for leaving? _____

Would you rehire this person? Why or why not? _____

Would you recommend this person for the above position? Why or why not? (Describe position to reference contact.) _____

Additional questions and responses: _____

SECTION IV: REQUIRED SIGNATURE

Signature of Person Checking References

Date