

# Telephone Reference Check Form

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APPLICANT NAME

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POSITION APPLIED FOR

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PERSON CONTACTED

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TITLE

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WORKING RELATIONSHIP TO APPLICANT

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FIRM/COMPANY

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CITY

I wish to verify some of the information given to us by (applicant), who is being considered for employment at the University of Washington as a/an (position title).

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1. What were the dates of the applicant's employment with your firm?

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  2. What was the applicant's job title and primary responsibilities at the start of employment?

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  3. How would you describe the quality of the applicant's work?

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  4. How well did the applicant respond to pressure (e.g., from high volume, deadlines, multiple tasks, public contact)?

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  5. How well did the applicant plan and organize their work, and were assignments completed in a timely fashion?

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  6. What was the amount of supervision required for the applicant?

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  7. How well did the applicant get along with other people (e.g., clients, co-workers, supervisors)?

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  8. How did the applicant respond to criticism/interpersonal conflict?
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9. What are the applicant's strongest skills as an employee?

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10. What areas of the applicant's performance needed improvement?

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11. What was the reason for termination?

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12. Would you rehire the applicant at the same level?  
If no, why not, and for what level of work would you rehire the applicant?  
Did you talk with the applicant about the problem?  
Did you document the action?

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### SPECIFIC SKILLS/EXPERIENCE

In addition to the above questions, which address general performance areas common to most jobs, questions addressing specific duties of this particular position should be included. For example, such questions might cover one or more of the following areas:

- Technical knowledge or skills applicable to this type of work
- Experience in the applicable professional field
- Clerical skills/experience
- Lead/supervisory experience
- Budget/bookkeeping
- Fiscal management
- Computer applications (software, hardware, operating systems, etc.)
- Program/project development
- Writing
- Interpreting and applying rules and regulations

REFERENCES CHECKED BY \_\_\_\_\_

DATE \_\_\_\_\_

MAY WE SHARE THIS REFERENCE WITH THE EMPLOYEE?  YES  NO