

Telephone Reference Check

Please complete a form for each person contacted. A minimum of three references should be contacted.

***THIS IS JUST C'GUIDE. You do not have to ask every questions of every reference checked, only those relevant to the reference you are contacting.**

Once completed, return to the Human Resources Dept. with Employment Verification Forms

Date:_____

Person contacted:_____ Phone number:_____

Title:_____ Company:_____

My name is _____ and I am employed by Illinois Eastern Community Colleges. I would like to ask you some questions concerning _____, who has applied for

_____ position. Is this a good time to speak with you?

[If no, offer to call back at a convenient time or leave message to return your call.]

1. What was your relationship to the applicant?_____
2. What were his/her dates of employment? Beginning date:_____ Ending date:_____
3. What was the nature of his/her job with your institution?_____

4. What was your observation of the applicant's work?_____
5. What were his/her strong points?_____
6. What were his/her weak points?_____
7. How well did he/she work with students? (If applicable)_____
8. How well did he/she work with faculty? (If applicable)_____
9. How well did he/she work with staff?_____
10. How well did he/she work with supervisors?_____
11. Did he/she supervise anyone? Yes ☐ No ☐ How many?_____
12. How did he/she work with coworkers and subordinates?_____

13. Would you comment on his/her:

Attendance _____

Dependability/Reliability _____

Ability to accept responsibility _____

Ability to follow directions _____

Degree of supervision needed _____

Overall attitude _____

Quality of work _____

Quantity of work _____

Training, ability and experience _____

Diplomacy _____

Leadership _____

Initiative _____

Ability to make difficult or unpopular decisions _____

14. Why did he/she leave the position? _____

15. Would you re-employ? Yes ____ No ____ If no, explain _____

Additional Comments

Signature

Date