



# Telephone Reference Check Form

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

**Reference:** \_\_\_\_\_

**Reference Verified By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

My name is (your name). We are filing a (name of position) position at the PA State System of Higher Education and would like to verify some employment information on (applicant's name), who has listed you as a reference. Do you have time to answer some relevant questions?

**1. What was the nature of his/her job?**

**2. What did you think of his/her work?**

**3. What were his/her strong points?**

**4. What were his/her weak points?**

**5. How did he/she respond to supervision?**

**6. How would you rate this person on a scale of one to ten?**

a. Attendance	
b. Dependability	
c. Willingness to assume responsibility	
d. Ability to follow instructions	
e. Quality of work	
f. Quantity of work	

**7. Would you employ this individual again?**

**8. Are there any comments you would care to add?**