



TELEPHONE REFERENCE CHECK

NAME OF CANDIDATE: _____

POSITION APPLIED FOR: _____

PERSON CONTACTED: _____ **TITLE:** _____

SCHOOL: _____ **CITY/STATE:** _____

TELEPHONE: (H/C): _____ **(W):** _____

I'm calling to verify some information given to us by _____, an applicant for a position with RISD.

How long have you known him/her? _____

What was his/her job at your school? _____

What do you think of his/her work? _____

How would you describe his/her performance in comparison with others at the same level? _____

How good were his/her written and oral communication skills? _____

Could you please comment on each of the following things:

Attendance? _____

Dependability? _____

Ability to take on responsibility? _____

Degree of supervision needed? _____

Overall attitude? _____

How well did he/she get along with management? _____

What are his/her strengths? _____

What are his/her limitations? _____

Why did he/she leave the company? _____

When you checked his/her references what did you learn? _____

Would you rehire him/her? _____ If no, why? _____

Is there anything I didn't ask you that I should have asked? _____

Interviewers Information:

Name of person completing this form: _____ **Title:** _____

(Please Print)

Date: _____