Telephone Reference Questionnaire

1. Candidate’s name: ________________________________________________________________

2. Position applied for: ____________________________________________________________

3. Name and title of respondent: ___________________________________________________

4. Respondent’s company or organization: __________________________________________

   “The above named candidate has stated that he/she was employed as a
   __________________________ from _____________ to ____________ by your organization.”

5. “Can you confirm?” □ yes □ no

6. “What were some of his/her responsibilities?”

7. “How would you rate this person?”

   Rate as: Above average (AA)
           Average (A)
           Below average (BA)

   Quality of work □ Learning ability □
   Quantity of work □ Congeniality □
   Attitude □ Attendance □

8. Strong points:

9. Weak points:

10. “Would you rehire?” □ yes □ no

General Observations:

Signature______________________________________________________ Date_____________________

GRAPHICS/HARIES/TRQ - 10/08