

# DUTCHESS

## COMMUNITY COLLEGE

### 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	<input type="checkbox"/>	Learning ability	<input type="checkbox"/>
Quantity of work	<input type="checkbox"/>	Congeniality	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	Attendance	<input type="checkbox"/>

8. Strong points:

9. Weak points:

10. "Would you rehire?"  yes  no

General Observations:

Signature \_\_\_\_\_

Date \_\_\_\_\_