

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

Learning ability

Quantity of work

Congeniality

Attitude

Attendance

8. Strong points:

9. Weak points:

10. "Would you rehire?" yes no

General Observations:

Signature _____

Date _____