## 

**Directions:** *Verify that the candidate has provided permission before conducting reference check.*

*Complete one Telephone Reference Check Form for each reference provided by the applicant.*

**\*\*\*This is a required step in the search process and must be returned to UTFI HR\*\*\***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Telephone Reference Check Form | | | | | | | | | | | | | | | | | | | | | | |
| Candidate Information | | | | | | | | | | | | | | | | | | | | | | |
| Candidate Name: | | | |  | | | | |  | | | | | | | | |  | Date: | |  | |
|  | | | | | Last | | | | First | | | | | | | | | M.I. | | | | |
| Position Applied for: | | | | | | |  | | | | | | | | | | | | | | | |
| References Checked by: | | | |  | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Reference Information | | | | | | | | | | | | | | | | | | | | | | |
| Name of Contact: | | | | | |  | | | | | | | | | | | | | | | | |
| Title: |  | | | | | | | | | | | | | | Phone: | | (     ) | | | | | |
| Company: | | |  | | | | | | | | | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | | | |  | | |
|  | | Street Address | | | | | | | | | | | | | | | | | | Suite # | | |
|  | |  | | | | | | | | | | | |  | | | | | |  | | |
|  | | City | | | | | | | | | | | | State | | | | | | ZIP Code | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Reference Comments | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | |  | |  | | | |  | | | | | | |  | |
| Was the candidate an employee at your organization?       Yes       No  When? Start date:       End date: | | | | | | | | | | | | | | | | | | | | | |
| What was the candidate’s position on the last day of employment? | | | | | | | | | | | | | | | | | | | | | | |
| What were the candidate’s job responsibilities? | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Did the candidate hold any other positions at your organization? | | | | | | | | | | | | | | | | | | | | | | |
| What are the candidate’s strengths? | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Weaknesses? | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| How would you describe the candidate’s quantity and quality of work?    How would you characterize the candidate’s problem-solving skills? | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| How would you characterize the candidate’s technical/computer skills? | | | | | | | | | | | | | | | | | | | | | | |
| Did the candidate work on multiple projects at once? If so, how did he/she handle prioritization? | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| How would you describe the candidate’s relationships with her coworkers, subordinates (if applicable), and with superiors? | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| What was the candidate’s reason for leaving your employ? | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Would you rehire this candidate?       Yes       No | | | | | | | |  | | |  | |  | | | | | | | | | |
| Is there anything else you would like to add? | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Thank you for your time and assistance. | | | | | | | | | | | | | | | | | | | | | | |