##

**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\*\*\***

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| --- |
| 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. |