



SAMPLE TELEPHONE REFERENCE QUESTIONS

Applicant:		Date:			
Potential Position:					
Reference Contacted: Name:			Position:		
Company:			Phone:		

1. Verify applicant's dates of employment from:
 - Beginning Date:
 - Ending Date:
2. What was the applicant's job title when leaving the company?
3. What was your working relationship with the applicant? Were you a co-worker, supervisor, customer/client?
4. Verify applicant's ending salary. \$ per
5. Can you tell me why they left the company?
6. Did they supervise anyone? ☐ Yes ☐ No If yes, how many and what titles?
7. What was the employee's job responsibilities?
8. How well would you say they performed their job duties? If you had to rank their performance on a scale of 1-5 with 5 being the highest, how would they rank and why?



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9. How would you describe their dependability? ☐ Not Very ☐ Moderately ☐ Very
10. How well did the person work within your group? What types of personalities would you say the applicant gets along well with/has problems with?
11. Did the applicant exhibit behavior that caused concern about potential workplace violence?
12. Is there anyone else you think I should talk to regarding the applicant?
13. Would you reemploy the applicant? ☐ Yes ☐ No
14. Is there anything else you think I should know about this applicant?

Name of Verifier _____ Title _____

Signature _____ Date _____