

**APPLICANT TELEPHONE REFERENCE CHECK – Staff position**

You may want to fill in the answers by handwriting during the telephone inquiry however, due to varying penmanship styles and legibility, please then complete this form on-line. Simply click on the gray highlighted box and begin to enter your information (no handwritten or typewriter submissions). Once completed, print and forward to the Search Committee Chair.

Applicant Name:  Title of Position Applied for:  Date: Click here to enter a date.

Reference Contacted:  Organization:

Relationship to Applicant: Supervisor Peer Other (explain)

Dates of Employment & Job Titles Verified: Yes No

When conducting reference checks, immediately identify yourself and explain the reason for calling. It is important to keep all questions job-related.

[Applicant's Name      ] has indicated that she/he worked for you.

**PAST PERFORMANCE**

#1

Choose an item.

#2

Choose an item.

#3

Choose an item.

**COMPETENCY AND EXPERIENCE**

#4

Choose an item.

#5

Choose an item.

#6

Choose an item.

**ALIGNMENT WITH ORGANIZATIONAL VALUES AND GOALS**

#7

Choose an item.

#8

Choose an item.

#9

Choose an item.

Summary/Closing/Notes:

#10

Choose an item.

#11

Choose an item.

#12

Choose an item.

Search Committee Member who conducted reference check: