SUNY Cobleskill

Telephone Reference Check Form

Applicant's Name:_____ Position Applied For: _____

Name of Reference: _____ _____

Telephone Number: _____

Date/Time of Reference Call: _____

Person(s) Conducting Reference Check: _____

Please use the following script as a generic guide for reference checks and to document your discussion. You must take notes. You may slightly modify these questions based on the position for which you are searching. Please complete and sign this form and forward it to the Human Resources Office along with all other search materials.

1. Greeting

Identify yourself as a member of a search committee at SUNY Cobleskill. Identify the position being filled and that you are calling to get a reference for (name of applicant). Secure the permission of the reference to proceed.

If unwilling to give a reference, please explain why. _____

2. Relationship

How do you know the candidate? _____

How long have you known the candidate? _____

How long has the candidate worked for your organization? From: _____ to _____

3. Position

What position did he/she hold in your organization? _____
_____

What were his/her main job responsibilities? _____
_____

What aspects of the job did he/she do particularly well? _____
_____

What aspects of the job is the employee still working on mastering? _____
_____

What were his/her significant accomplishments at your organization? _____
_____

(If this employer is a College or University) Is he/she leaving because his/her contract was not renewed?
[   ] Yes   [   ] No

(If yes) Why was it not renewed? _____
_____

(If no, or employer is not a College or University) Why is he/she seeking to leave your organization (or why did he/she leave)? _____
_____

Would you rehire this individual in the future? Why? Why not? _____
_____

4. General Information

How would you describe the individual in these areas:

Attendance and punctuality? _____
_____

Dependability? _____
_____

Judgment? _____
_____

Ability to get along with others? _____
_____

Work ethic? _____
_____

Quality of work? _____
_____

Leadership? _____
_____

Innovation? _____
_____

6. Closing

How can we best support this individual as a new employee? What training or development opportunities would he/she need to be successful? _____
_____
_____

Is there anything else we should know about this candidate? _____

Thank the reference for their time and cooperation.

Signature: _____ Date _____

This form must be submitted to Human Resources at the conclusion of the search.