

REFERENCE CHECK CONTACT FORM

Applicant Name:	Date:
Reference Name & Title:	

Thank you for taking my call. (Applicant's name) is one of the final candidates for the position of (job title) at California State University, Fresno and has indicated you as a reference on their application. I have eight questions, so I will need approximately ten-fifteen minutes of your time.

1. In what capacity have you known the applicant? And for how long?
2. What was the candidate's title and dates of employment with your organization?
3. How would you describe (applicant's name) work?
4. How would you describe (applicant's name) style of relating to people?
5. What are a few of the candidate's strengths in the workplace?
6. What are the candidate's areas for improvement in the workplace?
7. Is there anything else you would like to tell me about their work performance or behavior?
8. Would you rehire the candidate if given the opportunity?

Thank you very much for talking with me about this candidate. I appreciate your time.