

Telephone Reference Form (For Professional Reference) page 1 of 2

Candidate's Name:

Position applying for:

Reference Contacted:

Title of Reference:

Individual Checking Reference:

Date of Call:

Time of call:

Phone:

- Job knowledge: understands and effectively utilizes job related information, technical skills and procedures.

- Dependability and quality of work: reliable in following instructions and in accurately completing work with minimum supervision and follow-up.

- Initiative: demonstrates self-reliance and resourcefulness; regularly makes innovative contributions.

- Adaptability and flexibility: grasps and adjusts to new ideas, procedures, and situations comfortably.

- Communication Skills: clearly and effectively communicates to others through written and oral expression.

- Working relationships: willing and successful as a team worker, develops a rapport with others.

- Attendance - regular and punctual in attendance.

Telephone Reference Form (For Professional Reference) page 2 of 2

- Planning and Organization - determines priorities and maintains a systematic approach in carrying out assignments.

- Problem analysis and decision making - diagnoses problematic situations or conditions; evaluates alternatives; develops and recommends realistic solutions.

- Personal Development - initiates or accepts additional responsibility; utilizes opportunities for training and development; displays interest in career growth.

- Would you rehire this person?

- Other comments.

SIGNATURE _____ DATE _____