

**DEPARTMENT OF EDUCATION  
TELEPHONE REFERENCE CHECK**

Applicant: \_\_\_\_\_ Date of Check: \_\_\_\_\_

Reference: \_\_\_\_\_ Position: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_

1. How long and in what capacity have you known \_\_\_\_\_?  
Did you directly supervise? \_\_\_\_ Yes \_\_\_\_ No.

\_\_\_\_\_  
\_\_\_\_\_

2. Briefly describe the tasks associated with \_\_\_\_\_'s work  
while he or she was employed in your organization.

\_\_\_\_\_  
\_\_\_\_\_

3. How would you assess the overall quality of \_\_\_\_\_'s  
work for you? Please provide strengths and weaknesses.

\_\_\_\_\_  
\_\_\_\_\_

4. What would you say about \_\_\_\_\_'s ability to use  
initiative; to work on his or her own with little or no supervision?

\_\_\_\_\_  
\_\_\_\_\_

5. How would you assess his or her oral communication skills? Writing skills?

\_\_\_\_\_  
\_\_\_\_\_

6. How do you feel about \_\_\_\_\_'s ability to work with others?  
Has there been any evidence of leadership ability?

\_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE REFERENCE CHECK CONTINUED**

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7. Can you comment on \_\_\_\_\_'s ability to plan and organize his or her work? Is he or she able to meet deadlines?

\_\_\_\_\_  
\_\_\_\_\_

8. Would you rehire (hire) \_\_\_\_\_? Why or why not?

\_\_\_\_\_  
\_\_\_\_\_

9. The position for which \_\_\_\_\_ has applied is \_\_\_\_\_. With that in mind, would you recommend him or her for the job? If so, where would you place him or her on a five point scale with 1 being "not recommended" and 5 being "very highly recommended"?

5 4 3 2 1

10. If we do hire \_\_\_\_\_, can you provide us any insight into his or her motivating factors, how he or she would best be supervised?

\_\_\_\_\_  
\_\_\_\_\_

11. This concludes our formal questions; however, we would like to give you a chance to add any comments you may have:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THANK YOU FOR YOUR TIME AND YOUR ASSISTANCE