



## Telephone Reference Check Guide For Professional References

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Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Dept: \_\_\_\_\_

Person Contacted: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Suggested Introduction:

Hello, I'm (your name) from Northwest Florida Health Network. We are considering one of your former employees, (name of applicant) for a position as (job title). I'd appreciate a few minutes of your time to verify some facts about his/her background. Do you have time to answer a few questions?

. If unavailable/inconvenient, set a time to call back.

. If necessary, inform the contact that: the applicant has signed a release from liability statement allowing NWFHN to investigate references and secure job-related information;

. If an employer refuses to answer a question, don't push. State that you understand any reluctance. Make the comment such as 'I'm sure that you understand our need to have as much information as possible about a candidate being considered for employment.' Proceed to another question.

### QUESTIONS:

1. Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Position: \_\_\_\_\_

2. Were you his/her supervisor? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If no, ask who the last supervisor was. \_\_\_\_\_

3. Ending Salary?: \$ \_\_\_\_\_ per \_\_\_\_\_.

4. What duties did he/she perform in the above position?:

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5. Did he/she perform all of these duties effectively? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Did he/she require added support in order to perform any of the job duties? Yes \_\_\_\_ No \_\_\_\_

If so, please tell me more details about the support required: \_\_\_\_\_

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7. What were some of his/her greatest accomplishments in this job? \_\_\_\_\_

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8. How was his/her relationship with co-workers? \_\_\_\_\_

9. Can you comment on his/her:

Attendance: \_\_\_\_\_

Dependability: \_\_\_\_\_

Punctuality: \_\_\_\_\_

Timely Completion of Assignments: \_\_\_\_\_

Degree of Supervision Needed: \_\_\_\_\_

Ability to Assume Responsibility: \_\_\_\_\_

10. Why did he/she leave the company? \_\_\_\_\_

11. Is he/she eligible for rehire and would you consider rehiring him/her? \_\_\_\_\_

**12. The position he/she has applied for involves, among other things: *(list a few critical responsibilities of the position/working environment and expectations)*. From your perspective, do you think he/she would enjoy working in this environment?**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**13. Are you aware of any disciplinary actions that he/she might have received? \_\_\_\_\_**

\_\_\_\_\_

**14. Is there any reason that you would have concerns as to him/her being employed in a position that involves working with at-risk children, youth and families?**

\_\_\_\_\_

\_\_\_\_\_

**15. Is there any other information you would like to provide that might aid us in making our hiring decision?**

\_\_\_\_\_

\_\_\_\_\_

**Reference Check Conducted By: \_\_\_\_\_ Date: \_\_\_\_\_**