

Reference Contact Form

Applicant's Name: _____

Company Contacted: _____

Reference's Name: _____

Date: _____

Sample script: Thank you for taking my call. (Applicant's name) is a finalist for the position of (job title) at the University of Kansas and listed you as a reference.

1. In what capacity (e.g. supervisor, coworker, colleague, etc.) have you known the applicant? For how long have you known him/her?
2. What was (applicant's name) title, salary 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 (applicant's name) strongest job skills?
6. Have you perceived any weaknesses in work performance?
7. Is there anything else you would like to tell me about (applicant's name) work performance or behavior?
8. Knowing what you do about this applicant today, would you rehire them?

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

The following questions can be added to and/or used in place of any of those listed above:

1. Why did (applicant's name) leave your organization?
2. Please describe his/her job duties while employed with your organization?
3. What kind of job do you feel the individual would be most successful performing?
4. How did (applicant's name) interact with his/her supervisor? Coworkers? Customers?
5. How do you feel (applicant's name) fits this type of job (describe the job you are seeking to fill)?