

General Personnel

Exhibit - Telephone Reference Check

Applicant: _____

Position Applied For: _____

Company Contacted: _____ Telephone: _____

Person Contacted: _____ Title: _____

Dates of Employment: From: _____ To: _____

Salary: _____

What was your relationship with this applicant?

What were applicant's job title and duties:

How would you compare him/her with others doing the same or similar work?

Ability to get along with others?

Attendance/Punctuality

Reason for leaving?

Would you rehire? Yes No If no, why not?

On a scale from one (1) to five (5) with one being the lowest, how would you rate the applicant's ability to:

ABILITY	RATING	COMMENT
Accept Responsibilities		
Follow Directions		
Take Suggestions & Criticism		
Follow Through		
Use Own Initiative		
Demonstrate Ingenuity		

Comments:

Reference checked by:

_____ Signature

_____ Date

[November 1997]

