



Pre-Employment Telephone Reference Check For Administrators

This telephone reference check form is to be used for candidates who are applying for supervisory or any professional, exempt position at Centenary University. References for candidates with prior work experience must be business / professional, and **preferably** from former supervisors. In the event the candidate recently worked at only one employer for 7 years or longer, then one supervisory reference will suffice. "Personal" references are acceptable only with permission of the Director of Human Resources. Prior to an offer of employment, normally a minimum of 2 such references must be completed, each with satisfactory recommendation.

Applicant's Name _____
Position Applied for _____

Name of Person Providing Reference _____
Title of Person Providing Reference _____
Telephone # of Person Providing Reference _____
Company Contacted _____
Relationship to Applicant _____
If Supervisor, how long did you supervise Applicant _____
Applicant's Position/ Title _____
Applicant's Final Salary, if known _____
Dates of Employment for Applicant: From _____ **To** _____

Brief Summary of Applicant's Job Duties _____

How would you compare Applicant with others doing similar work? _____

Strong Points _____

If there were one area where Applicant might have made some improvement, what would that have been? _____

What do you think is the best way to motivate this Applicant? _____

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Describe what it's like working with the Applicant:

On a scale of one (1) to five (5), with one being low and five being high, how would you rate the Applicant's ability to:

- Learn _____
- Accept responsibility _____
- Follow directions _____
- Take suggestions and criticism _____
- Be flexible _____
- Follow-through _____
- Use his/her own initiative _____
- Demonstrate creativity _____
- Be realistic _____
- Be self-expressive _____
- Customer service skills _____

Supervisory Ability /Duties (if applicable) _____

Significant contribution to organization made by Applicant: _____

Reason for Leaving _____

Would you rehire _____

Additional comments _____

Checker's Comments _____

Weight of this reference: _____ Heavy _____ Moderate _____ Modest

Reference Checked by _____ Date _____

(Signature)