TELEPHONE REFERENCE CHECK FORM



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

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check one: q Personal Reference q Professional Reference

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is applying for a job as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with

(Applicant Name) (Job Title)

NMCAA (briefly describe job/program).

1. How do you know the candidate and in what capacity?
2. What was the candidate’s most memorable accomplishments? **(If Professional Reference)**
3. Now we are going to expand on the candidate’s working habits, tell me about the following:

q the candidate’s strengths and areas for growth

q the candidate’s communication style

q the candidate’s reliability and dependability

1. Based on this position, do you have any other comments or information that would be important for us to know?

**If a professional reference, ask question 5**

1. Would you hire this person again?

5/23 Human Resources/Supervisor Manual/Tab 1-Hiring/Telephone Reference Check Form