Office of Human Resources
California State University, Bakersfield
9001 Stockdale Highway
Bakersfield, CA 93311-1022
661-654-2266

TELEPHONE REFERENCE CHECK FORM

Instructions*: Be prepared to omit less important questions if the interviewee shows signs of impatience. The following format and questions should be used for each candidate.*

Name of Candidate:	*CSUB Position Applied For:*		*Date of Reference Check:*
Person Conducting Reference Check:	*Person Being Contacted:*	*Relationship to Candidate:*	*Phone Number:*

INFORMATION ACQUIRED:

Company/Business Name: _____

1. [*Candidate Name*] states that he/she was employed with your company or university as a _____ from _____to _____.
   Is this correct?
2. For what work was he/she responsible and for how long?
3. If a manager, how many employees did he/she supervise?
4. How would you rate the quality of his/her work?
5. Describe his/her work attitude and working relationship with employees/supervisors?
6. Describe his/her work habits.
   a). Would you consider this person to be reliable/able to follow through?
   b). Describe his/her strengths: General _____
   Technical _____
7. What areas, if any, needed improvement?
8. What kind of work environment do you think would be the best fit for this individual?

9. Would you recommend him/her for (describe CSUB position)?

10. Why did he/she leave your company?

11. Would you hire him/her again if you had the opportunity?
    a. If yes, why? If no, why not?

12. Is there anything else that I should know about this candidate?

The interviewer should follow up on any negative statements with a request for explanation and should ask whether the interviewee can recall any particular incidents that gave rise to the opinion; anything the candidate did or did not do. The interviewer should also follow up on any incomplete or hesitant responses, prompting the interviewee with such phrases as "Could you please elaborate?" "Can you explain?" or "You sound as if you have some reservations."

Conclusion. Thank the interviewee and ask him/her if there is someone else having direct knowledge of the candidate's work to whom you might speak.

Completed by: _____ **Date:** _____