

Telephone Reference Check

Retain for three years with your hiring records of the position

Date: _____

Person Called: _____ **Phone Number:** _____

My name is _____ and I work at the University of South Carolina. I would like to ask you some questions about _____, who has applied for _____ position. Is this a good time to speak with you?
(If no, offer to call back at a convenient time or allow them to call you back, collect if necessary)

1. What was your working relationship to _____ ?

2. What were his/her dates of employment?
 - a. Beginning date: _____ Ending date: _____

3. What was his/her job title with your institution? _____

4. Did he/she supervise anyone? NO YES How many? _____

5. Could you comment on his/her attendance and dependability? _____

6. Is this person eligible for rehire by your organization? NO YES

7. Is there anything else on which you could comment regarding _____
employment or job performance? _____