



TELEPHONE REFERENCE CHECK

Telephone Number _____ Applicant _____

Date _____ Position _____

Candidate for _____ Checked by _____

Person Interviewed _____

Organization _____

My name is _____ with the State University of New York at Cobleskill. I wish to verify some information given to us by _____ whom we are considering for a position. Mr./Ms. _____ has authorized investigation of his/her personal character and employment record and released all persons providing this information from any liability or damages.

1. The candidate has applied for the position of _____ at SUNY Cobleskill. Please respond to the following questions with that position in mind.

(a) In your opinion, is the candidate qualified for this position?

(b) In your opinion, what strengths would the candidate have in this position?

(c) In your opinion, what weaknesses would the candidate have in this position?

(d) Why, in your opinion, is the candidate seeking other employment?

(e) Can you recommend the candidate without reservation for this position?

_____ Yes _____ No

If no, please provide explanation _____

2. The person states the period of employment with you has/had been from _____ to _____
Is this _____ Correct _____ Incorrect?

If incorrect, please provide the actual employment period: _____ to _____

3. (a) What position did the candidate hold at the start of employment with you?

(b) What is/was the last position the person holds/held with you?

4. These questions are to be asked only if person is no longer employed at company/institution.

(a) Is the person eligible for re-employment? _____ Yes _____ No

(b) If not eligible for re-employment, would you provide an explanation?

5. Using no more than four descriptive adjectives, please describe the candidate?

6. Is/Was it necessary to supervise the candidate closely?

7. Is/Was the candidate willing to accept responsibility?

8. How well does the candidate get along with other people?

9. How would you rate this person in relationship to other employees in your institution with similar job responsibilities?

This concludes the telephone interview. Thank you.