

# SUNY Cobleskill

## Telephone Reference Check Form

Applicant's Name: \_\_\_\_\_ Position Applied For \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date/Time of Reference Call: \_\_\_\_\_

Person(s) Conducting Reference Check: \_\_\_\_\_

**Please use the following script as a generic guide for professional reference checks and to document your discussion. You must take notes. You may tailor your questions to the position for which you are searching. Please complete and sign this form and forward it to the Human Resources Office along with all other search materials.**

### 1. Greeting

Identify yourself as a member of a search committee at SUNY Cobleskill. Identify the position being filled and that you are calling to get a reference for (name of applicant). Secure the permission of the reference to proceed.

If unwilling to give a reference, please explain why. \_\_\_\_\_

### 2. Relationship

How do you know the candidate? \_\_\_\_\_

How long have you known the candidate? \_\_\_\_\_

How long has the candidate worked for your organization? From: \_\_\_\_\_ to \_\_\_\_\_

### 3. Position

What position did he/she hold in your organization? \_\_\_\_\_

What were his/her main job responsibilities? \_\_\_\_\_

What aspects of the job did he/she do particularly well? \_\_\_\_\_

What aspects of the job is the employee still working on mastering? \_\_\_\_\_

What were his/her significant accomplishments at your organization? \_\_\_\_\_

Why is he/she seeking to leave your organization (or why did he/she leave)? \_\_\_\_\_

Would you rehire this individual in the future? Why? Why not? \_\_\_\_\_

**4. General Information**

How would you describe the individual in these areas:

Attendance and punctuality? \_\_\_\_\_

Dependability? \_\_\_\_\_

Judgment? \_\_\_\_\_

Ability to get along with others? \_\_\_\_\_

Work ethic? \_\_\_\_\_

Quality of work? \_\_\_\_\_

Leadership? \_\_\_\_\_

Innovation? \_\_\_\_\_

**6. Closing**

How can we best support this individual as a new employee? What training or development opportunities would he/she need to be successful? \_\_\_\_\_

Is there anything else we should know about this candidate? \_\_\_\_\_

Thank the reference for their time and cooperation.

Signature: \_\_\_\_\_ Date \_\_\_\_\_