



PROFESSIONAL TELEPHONE REFERENCE CHECK

Name of Applicant: _____ Company Contacted: _____

Person Spoken To: _____ Title: _____

_____ is being considered for a position here at Drury University and we
(Applicant Name)

would like to verify employment information. He/she indicates he/she was employed by you from _____
to _____ in the position of _____. Is that correct? Yes No

1. What was the nature of his/her job? _____

2. What did you think of her/her work? _____

3. What are his/her strong points? _____
4. What are his/her weak points? _____
5. How did he/she get along with other people? _____
6. Would you comment on his/her:
Attendance/Dependability: _____
Ability to take on responsibility: _____
Ability to follow instructions: _____
Degree of supervision needed: _____
Overall attitude: _____
Quality of work: _____
Quantity of work: _____
7. Why did he/she leave the position? _____ Would you re-employ? ____ Yes ____ No
Why or why not? _____
8. Is there anything else you would like to share about the applicant? _____

WHO MADE REF CALLS: _____

DATE: _____ TIME: _____