**{Insert your logo here}** *MatchWorks can help you tailor to your needs*

**PHONE REFERENCE CHECK**

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| --- | --- | --- |
| **DETAILS** | | |
| **POSITION APPLIED FOR:** | |  |
| **APPLICANTS NAME:** | |  |
| **APPLICANTS POSITION HELD:** | |  |
| **REFEREE NAME:** | |  |
| **REFEREE TITLE:** | |  |
| **REFEREE COMPANY:** | |  |
| **QUESTIONS** | | |
| **BACKGROUND** | **1. In what capacity do you know the applicant (manager/colleague)?** | |
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| **2. How long did you work with the applicant?** | |
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| **3. What position did he/she hold and what did the role involve?** | |
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| **INTERPERSONAL** | **4. How does he/she interact with people?** | |
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| **5. Did you find that the applicant worked more effectively individually or in a team and why?** | |
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| **TECHNICAL SKILLS** | **6.** **?** | |
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| **7.** **?** | |
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| **CHANGE AND CONTINUOUS IMPROVEMENT** | **8. Did they show initiative in their role?** | |
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| **9. Was the applicant involved in any special projects or accomplishments when working with you?** | |
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| **GENERAL WORK QUALITIES** | **10. How would you rate the applicants time management skills? Did they ever miss deadline?** | |
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| **11. What was applicants attendance, attitude and over all work ethic like?** | |
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| **12. What did you find were the applicants strengths?** | |
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| **GENERAL** | **13. In your opinion were there areas the applicant needs to improve in?** | |
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| **14. Why did applicant leave?** | |
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| **15. Would you rehire (name) if the opportunity arose?** | |
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| **16. Is there anything I haven't asked that you would like to share with me?** | |
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| **INTERVIEWER DETAILS** | | |
| **REF CHECK COMPLETED BY:** | |  |
| **DATE OF REF CHECK:** | |  |
| **SUITABILITY OF REFERENCE** | | |
| **EXCELLENT**  **GOOD  OK  SOME DOUBT  VERY POOR** | | |