

**CAPE FEAR COMMUNITY COLLEGE  
TELEPHONE REFERENCE CHECK**

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

POSITION \_\_\_\_\_

NAME OF CONTACT \_\_\_\_\_ TITLE \_\_\_\_\_

BUSINESS \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

***INFORMATION***

1. Verification of employment from \_\_\_\_\_ to \_\_\_\_\_

2. Job when started \_\_\_\_\_

Job when left \_\_\_\_\_

3. Last/current salary \_\_\_\_\_

4. What is your assessment of this person in regard to:

a. Quality of work \_\_\_\_\_

\_\_\_\_\_

b. Quantity of work \_\_\_\_\_

\_\_\_\_\_

c. Attendance/Punctuality \_\_\_\_\_

d. Interpersonal relationships \_\_\_\_\_

e. Initiative/self-reliance \_\_\_\_\_

f. Supervisory skill \_\_\_\_\_

g. Time management \_\_\_\_\_

h. Capacity for growth \_\_\_\_\_

I. Major strengths \_\_\_\_\_

\_\_\_\_\_

Lesser strengths \_\_\_\_\_

\_\_\_\_\_

5. Why did he/she leave your employment? \_\_\_\_\_  
\_\_\_\_\_
6. Would you re-employ him/her? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, why? \_\_\_\_\_  
\_\_\_\_\_
7. Do you know of any reason why we should not hire him/her? \_\_\_\_\_  
\_\_\_\_\_
8. Additional comments that would be helpful \_\_\_\_\_  
\_\_\_\_\_
9. Names/leads of others that might give us a reference \_\_\_\_\_  
\_\_\_\_\_
10. Will you mail us a letter of reference? Yes \_\_\_\_\_ No \_\_\_\_\_

This reference check made by:

\_\_\_\_\_  
Signature