



Telephone Reference Check List

NOTE: This list includes suggested questions. Please select questions you wish to use and ask the same questions of each person for each candidate. If you wish to ask other questions, Human Resources (402-472-3101) can give guidance about which are legally permissible.

My name is (_____) and I work in the (department) at (institution). We are filling a position within our department and would like to verify employment information on (applicant's name), who was employed by you from (beginning date) until (ending date).

1. What was the nature of his/her job?
2. What did you think of his/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 or No Why not?
8. Is there anything else you would like to comment on regarding (applicant's name) employment or job performance?