



The University of Southern Mississippi

Telephone Reference Check Concerning a Prospective Employee (sample)

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

1. What did you think of his/her work?
2. What was the nature of his/her job?
3. What are his/her strong/weak points?
4. How did he/she get along with other people?
5. Comment on: attendance, dependability, ability to take responsibility, ability to take instruction, quality of work, quantity of work?
6. Why did he/she leave the position? Would you reemploy? Why? Why not?
7. Is there anything else you would like to comment on regarding (applicant's) employment or job performance?