

## Telephone Reference Contact

**INSTRUCTIONS** This form is used by departmental hiring supervisors to record responses to the following questions regarding a reference check for a job applicant.

**RECORDS RETENTION SCHEDULE** [System Regulation 33.99.01: Employment Practices](#): Maintain employment applications and other relevant data on ALL job applicants who are NOT hired for *two* years. Employment applications and relevant data on hired applicants should be kept throughout their employment AND for *five* years after employment terminates.

Applicant's Name	Date
Company Contacted	Reference's Name

*Thank you for taking my call. <Applicant's name> is a finalist for the position of <job title> at Texas A&M University and has indicated you as a reference. May I ask you some questions about <Applicant's name>?*

1) In what capacity have you known the applicant? And for how long?
2) What was <Applicant's name> title, salary, and dates of employment with your organization?
3) How would you describe <Applicant's name> work?
4) How would you describe <Applicant's name> style of relating to people?
5) What are <Applicant's name> strongest job skills?

6) Have you perceived any weaknesses in work performance?
7) Is there anything else you would like to tell me about <Applicant's name> work performance or behavior?
8) Would <Applicant's name> be eligible for rehire?
Other question(s)

**NEED HELP?**  
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