



## Telephone Reference Contact

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

**RECORDS RETENTION SCHEDULE** Maintain documents in accordance with the respective retention periods in the System Records Retention Schedule.

***Determine the score you will assign to each reference. Complete and include on Hiring Matrix or other numerical ranking system if references are checked for more than one candidate.***

Applicant's Name	Date
Company Contacted	Reference's Name
Your Name	Total Reference Score

*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) Texas A&M University is committed to diversity of thought, background, ethnicity and perspective. How do you feel <Applicant's name> experiences and background have prepared her/him to be effective in our environment as it relates to our diversity values and commitment?

8) Is there anything else you would like to tell me about <Applicant's name> work performance or behavior?

9) Would <Applicant's name> be eligible for rehire?

Other question(s)

**NEED HELP?**

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