



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?

Recruitment & Workforce Planning
Phone (979) 845-5154 | jobpath@tamu.edu