



## Telephone Reference Contact

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

**RECORDS RETENTION SCHEDULE** Maintain documents in accordance with the respective retention periods in the System Records Retention Schedule. The completed documents are to be uploaded and saved in the Job Requisition folder maintained by HROE Recruitment.

**Complete and include the final score on the Screening Matrix.**

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>?*

<p><b>In what capacity have you known the applicant? And for how long?</b></p>   <p>Score: <input type="checkbox"/> 5 (Outstanding) <input type="checkbox"/> 4 (Excellent) <input type="checkbox"/> 3 (Good) <input type="checkbox"/> 2 (Fair) <input type="checkbox"/> 1 (Poor) <input type="checkbox"/> 0 (No Answer)</p>
<p><b>What was &lt;Applicant's name&gt; title, salary, and dates of employment with your organization?</b></p>   <p>Score: <input type="checkbox"/> 5 (Outstanding) <input type="checkbox"/> 4 (Excellent) <input type="checkbox"/> 3 (Good) <input type="checkbox"/> 2 (Fair) <input type="checkbox"/> 1 (Poor) <input type="checkbox"/> 0 (No Answer)</p>
<p><b>How would you describe &lt;Applicant's name&gt; work?</b></p>   <p>Score: <input type="checkbox"/> 5 (Outstanding) <input type="checkbox"/> 4 (Excellent) <input type="checkbox"/> 3 (Good) <input type="checkbox"/> 2 (Fair) <input type="checkbox"/> 1 (Poor) <input type="checkbox"/> 0 (No Answer)</p>
<p><b>How would you describe &lt;Applicant's name&gt; style of relating to people?</b></p>   <p>Score: <input type="checkbox"/> 5 (Outstanding) <input type="checkbox"/> 4 (Excellent) <input type="checkbox"/> 3 (Good) <input type="checkbox"/> 2 (Fair) <input type="checkbox"/> 1 (Poor) <input type="checkbox"/> 0 (No Answer)</p>



**What are <Applicant's name> strongest work-related skills?**

Score:  5 (Outstanding)  4 (Excellent)  3 (Good)  2 (Fair)  1 (Poor)  0 (No Answer)

**Have you perceived any weaknesses in work performance?**

Score:  5 (Outstanding)  4 (Excellent)  3 (Good)  2 (Fair)  1 (Poor)  0 (No Answer)

**Texas A&M University is committed to enriching the learning and working environment by promoting a culture that embraces inclusion, diversity, equity, and accountability. How have <Candidate's name> experiences and background prepared them to support this commitment?**

Score:  5 (Outstanding)  4 (Excellent)  3 (Good)  2 (Fair)  1 (Poor)  0 (No Answer)

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

Score:  5 (Outstanding)  4 (Excellent)  3 (Good)  2 (Fair)  1 (Poor)  0 (No Answer)

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

Score:  5 (Outstanding)  4 (Excellent)  3 (Good)  2 (Fair)  1 (Poor)  0 (No Answer)

**NEED HELP?**

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