

Telephone Reference Check

NOTE: Before conducting a telephone reference check, a signed and dated Employment Application (for an external candidate) or Employee Transfer Application (for an internal candidate) MUST be obtained from the candidate. It is very important that the application is signed before a telephone reference check is conducted. In addition, please make sure the candidate has indicated that their present employer may be contacted before contacting the present employer (this information is under the "Work Experience" section on the Employment Application and under the "Current GW Work Experience" section of the Employee Transfer Application). If the candidate has indicated their present employer may NOT be contacted, please call the Staffing and Compensation Specialist assigned to the vacancy for advice on handling this type of situation.

| | |
|--|-----------------------|
| Name of Candidate: | _____ |
| Requisition Number: | _____ |
| Date Reference Release Signed: | _____ |
| Employer Contacted: | _____ |
| Name, Title & Telephone Number of Person Providing the Reference*: | _____ |
| *If not the immediate supervisor, please explain why not: | _____ |
| Candidate's Title: | _____ |
| Dates of Employment: | From: _____ To: _____ |
| Final Salary: | _____ |

1. What was the basic function of the position held by the candidate?

2. How would you rate the candidate's:

| | Excellent | Above Average | Average | Below Average | Unsatisfactory |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <i>Job Knowledge/Skills</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Quality of Work</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Completion of Work in an Accurate/Timely Manner</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Customer Service Skills</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Working Relationships</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Attendance</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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