

## **TELEPHONE REFERENCE CHECK**

**Applicant's Name:**

**Person Contacted:**

**Title:**

**Phone:**

**Company Contacted:**

**Date:**

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*Introduce yourself and inform the reference contact that \_\_\_\_\_ has applied for a position with UCAR. Do you have a few minutes to talk to me about \_\_\_\_\_? Any information you provide will be kept in strict confidence.*

\_\_\_\_\_ stated that she/he worked for you from \_\_\_\_\_ to \_\_\_\_\_ as a \_\_\_\_\_. Is that correct?

**What were the job duties and responsibilities of the position?**

**How would you describe her/his work performance? (Consider asking about quality, quantity, initiative, work ethics, the ability to work with very little direction and in a fast paced environment, etc.).**

**What strengths does she/he have that would enable success in the position we are considering her/him for?**

**Are there any areas of improvement she/he could focus on to become more effective at work, something perhaps we might be able to help her/him with should she/he become a UCAR employee?**

**Tell me about her/his ability to get along with others.**

**Why did she/he leave?**

**Would you rehire her/him?**

**Any additional comments, which you feel, might be helpful to us in making our decision?**

References completed by: \_\_\_\_\_ Date \_\_\_\_\_