



Office of Human Resources Telephone Reference Questionnaire

Candidate Name: _____

Organization/Company Name: _____

Position Title: _____ Supervisor: _____

Dates of Employment: _____ Person Contacted: _____

We are calling in regards to _____ who has applied for the position of _____ at the Newark Campus of Ohio State University and Central Ohio Technical College. He/She has provided your name as a professional reference. Would you have a few minutes to speak with me?

1.) In what capacity did you work with the candidate? _____

2.) What were the essential duties of his/her position? _____

3.) What prompted the candidate to leave your organization or to consider leaving your organization?

4.) What do you believe are the candidate's three strongest professional strengths? _____

5.) What areas of development could the candidate focus on? _____

6.) How would you describe the candidate's communication style? _____

7.) (The hiring manager reads a brief description of the position to the reference). Based on the position as described, would you recommend the candidate for this position? Why? _____

8.) Is there anything else you can add that would help us learn more about the candidate? _____

Circle the quality of this candidate based upon the reference check received.

Excellent

Good

Average

Poor

Interviewer's Signature

Date

H.R. Generalist

Date