



Appendix D

Telephone Reference Check

My name is (caller's name) and I work in (department) at Elizabethtown College. We are filling a position within our department and would like to verify employment information of (applicant's name), who was employed by you from (beginning date) until (ending date).

1. What was the nature of his/her job? _____
2. What did you think of his/her work? _____
3. What are his/her strong points? _____
4. What are his/her weak points? _____
5. How did he/she get along with other people? _____
6. Would you comment on his/her:
 - A. Attendance _____
 - B. Dependability _____
 - C. Ability to take on responsibility _____
 - D. Ability to follow instructions _____
 - E. Degree of supervision needed _____
 - F. Overall attitude _____
 - G. Quality of work _____
 - H. Quantity of work _____
7. Did he/she have any personal difficulties that interfered with his/her work? ___
Why did he/she leave the position? _____
Would you reemploy? Yes ___ No ___ Why Not? _____
Is there anything else you would like to comment on regarding (applicant's name) employment or job performance?