

Telephone Reference Check Aid

Professional's Name _____

Reference's Name _____ Employer _____

Street Address _____ Work Phone _____

City _____ State _____ Zip Code _____ Home Phone _____

How long have you known the professional?

What is the business relationship?

What was your function?

Political astuteness?

Dependability?

Work habits?

Technical competence?

Communication skills?

Timeliness and accuracy of work?

How well he/she gets along with:

Management-

Peers-

Subordinates-

How would you compare yourself with this person?

What motivates him/her?

Greatest strengths?

Would you hire him/her?

Anything else that you would like to add?