# Telephone Reference Contact Form

This form may be used by departmental hiring supervisors to conduct a reference check for a job candidate. Suggested questions are included. Responses and scores should be documented below.

***Complete and include the final score on the Screening Matrix.***

| | |
|---|---|
| Applicant's Name | Date |
| Company Contacted | Reference's Name |
| Your Name | Total Reference Score |

*Thank you for taking my call. <Applicant's name> is a finalist for the position of <job title> at Texas A&M University and has indicated you as a reference. May I ask you some questions about <Applicant's name>?*

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**In what capacity have you known the applicant? And for how long?**

**Score:** ☐ 5 (Outstanding) ☐ 4 (Excellent) ☐ 3 (Good) ☐ 2 (Fair) ☐ 1 (Poor) ☐ 0 (No Answer)

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**What was *<Applicant's name>* title, salary, and dates of employment with your organization?**

**Score:** ☐ 5 (Outstanding) ☐ 4 (Excellent) ☐ 3 (Good) ☐ 2 (Fair) ☐ 1 (Poor) ☐ 0 (No Answer)

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**How would you describe *<Applicant's name>* work?**

**Score:** ☐ 5 (Outstanding) ☐ 4 (Excellent) ☐ 3 (Good) ☐ 2 (Fair) ☐ 1 (Poor) ☐ 0 (No Answer)

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**How would you describe *<Applicant's name>* style of relating to people?**

**Score:** ☐ 5 (Outstanding) ☐ 4 (Excellent) ☐ 3 (Good) ☐ 2 (Fair) ☐ 1 (Poor) ☐ 0 (No Answer)

**What are *<Applicant's name>* strongest work-related skills?**

**Score:** ☐ 5 (Outstanding) ☐4 (Excellent) ☐3 (Good) ☐ 2 (Fair) ☐ 1 (Poor) ☐ 0 (No Answer)

**Have you perceived any weaknesses in work performance?**

**Score:** ☐ 5 (Outstanding) ☐4 (Excellent) ☐3 (Good) ☐ 2 (Fair) ☐ 1 (Poor) ☐ 0 (No Answer)

**Texas A&M University is committed to enriching the learning and working environment that embraces our core values of Respect, Excellence, Leadership, Loyalty, Integrity, and Selfless Service.  How have <Candidate's name> experiences and background prepared them to support this commitment?**

**Score:** ☐ 5 (Outstanding) ☐4 (Excellent) ☐3 (Good) ☐ 2 (Fair) ☐ 1 (Poor) ☐ 0 (No Answer)

**Is there anything else you would like to tell me about *<Applicant's name>* work performance or behavior?**

**Score:** ☐ 5 (Outstanding) ☐4 (Excellent) ☐3 (Good) ☐ 2 (Fair) ☐ 1 (Poor) ☐ 0 (No Answer)

**Would *<Applicant's name>* be eligible for rehire?**

**Score:** ☐ 5 (Outstanding) ☐4 (Excellent) ☐3 (Good) ☐ 2 (Fair) ☐ 1 (Poor) ☐ 0 (No Answer)