

**MARIST COLLEGE
TELEPHONE REFERENCE QUESTIONNAIRE**

**This reference check must be completed PRIOR to the offer of employment
to the selected candidate.**

1. Candidate's Name: _____
2. Position Applied For: _____
3. Name and Title of Respondent and Relationship to Candidate: _____

4. Respondent's Institution or Company: _____
5. The above-named candidate has stated that he/she was employed as a/an _____
_____ from _____ to _____ by your
company/ institution.
6. Can you confirm? ____ Yes ____ No
7. What was the nature of his/her job? _____

8. What did you think of his/her work? _____

9. What are his/her strong points? _____

10. What are his/her weak points? _____

11. How did he/she get along with other people? _____

12. 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 _____

13. Did he/she have any personal difficulties that interfered with his/her work?

14. Why did he/she leave the position? _____

15. Would you re-employ? Yes ____ No ____ Why not? _____

16. Is there anything else you would like to comment on regarding the applicant's employment or job performance?

Overall impressions of this reference check.

Signature _____ Date _____