

TELEPHONE REFERENCE SHEET

Candidate: _____ Date: _____

Committee Member1: _____

Committee Member2: _____

Reference Provided By: _____ Phone #: _____

1. How long have you known this [Candidate Name] and in what capacity?
2. We are considering [Candidate Name] for the position of [Title]. The job description is as follows: Read job description. Do you believe [Candidate Name] is qualified for this position, why or why not?
3. Describe [Candidate Name] experience with [specific skill(s)].
4. What are some strengths or weaknesses of this person, as related to the work environment?
5. In what areas do you believe this person could benefit from professional development, and why?
6. If you had a similar position would you hire this candidate?
7. Why did this person leave your organization?
8. Is there anything else you would like to add about [Candidate Name]'s candidacy for this position?