

Telephone Reference Check Form

Applicant's Name:		Date:	
Position Applied for:		Interview Date:	
Hiring Manager's Name:			

Reference Information			
Reference Name:		Email:	
Title:		Phone:	
Company:			
Reference Responses			
When was the applicant employed at the company?			
What were the applicant's responsibilities?			
Did the applicant have a good attendance record?			
What skills and abilities need improvement?			
Why did the applicant leave the company?			
Would you rehire the applicant?			
Do you have any additional comments regarding this applicant?			

To receive this form in Word or PDF format please request by emailing hr@tiapei.pe.ca