



## TELEPHONE REFERENCE CHECK

*The department conducting the reference check must contact the applicant's current or previous supervisor (co-worker is not acceptable)*

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Reference #1

Organization/Company: \_\_\_\_\_ Phone No. \_\_\_\_\_

Applicant's Previous Supervisor \_\_\_\_\_ Title/Specialty: \_\_\_\_\_

Email address: \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Applicant's job title: \_\_\_\_\_

Reason for termination: \_\_\_\_\_

### Reference #2

Organization/Company: \_\_\_\_\_ Phone No. \_\_\_\_\_

Applicant's Previous Supervisor \_\_\_\_\_ Title/Specialty: \_\_\_\_\_

Email address: \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Applicant's job title: \_\_\_\_\_

Reason for termination: \_\_\_\_\_

### Reference #1

1. Explain to the supervisor contacted that the applicant has applied for a position at UCF (give the title of the position). Ask the person if he or she would serve as a reference? Describe to the contact person what duties the applicant will be performing.

2. How do you know the applicant?

3. How do you think (Applicant's Name) would fit into the position?

4. How would you describe (Applicant's Name)

Attendance (barring medical leave or disability absences):

Punctuality:

Dependability:

Capacity for discretion/good judgment:

Accuracy:

Oral Presentation Skills:

Ability to follow written/oral instructions:

Ability to get along with co-workers:

Ability to get along with supervisor:

5. What are (Applicant's Name) strengths and weaknesses?
6. What areas could (Applicant's Name) improve upon?
7. How would you characterize (Applicant's Name) work in general?
8. How well does (Applicant's Name) adapt to change?
9. Would you rehire (Applicant's Name)?

## **Reference #2**

1. Explain to the supervisor contacted that the applicant has applied for a position at UCF (give the title of the position). Ask the person if he or she would serve as a reference? Describe to the contact person what duties the applicant will be performing.
2. How do you know the applicant?
3. How do you think (Applicant's Name) would fit into the position?
4. How would you describe the applicant's:  
Attendance (barring medical leave or disability absences):  
  
Punctuality:  
  
Dependability:

Capacity for discretion/good judgment:

Accuracy:

Oral Presentation Skills:

Ability to follow written/oral instructions:

Ability to get along with co-workers:

Ability to get along with supervisor:

5. What are (Applicant's Name) strengths and weaknesses?
6. What areas could (Applicant's Name) improve upon?
7. How would you characterize (Applicant's Name) work in general?
8. How well does (Applicant's Name) adapt to change?
9. Would you rehire (Applicant's Name)?

*Reference check completed by UCF hiring department:*

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**Employee Name and Title (Print)**

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**Signature**