**Telephone Reference Checks, LMC Model Form**

*Helpful background information on this model may be found in the* [*Hiring Chapter*](https://www.lmc.org/resources/hr-reference-manual-chapter-2-hiring/) *of the Human Resources Reference Manual.*

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Conducting Reference Check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship of Reference Contacted to Candidate

(supervisor, co-worker, college advisor, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How Long Did Reference Supervise/Work with/ Know the Candidate? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please describe the employee’s performance /attitude regarding the following as it relates to his/her work for you:

* dependability
* attendance
* amount of supervision needed. Could also ask: Does [candidate name] accept constructive criticism well, or should we be more sensitive about how we deliver potentially negative feedback?
* quality of work product

2. I'm wondering what kind of structure would provide [candidate’s name] with the most support. Would you recommend an environment that's fairly structured with clear guidelines and lots of immediate feedback, or would they excel in a more autonomous, independent type of role?

3. Please describe what a typical workday would entail for this candidate.

4. How does [candidate name] handle interruptions, breaks in routine and last-minute changes?

5. How would you describe [candidate’s name’s] ability as a team player in terms of getting along with and supporting their peers? How well did they get along well with supervisors and customers?

6. Please describe the best qualities exhibited in their work for you. OR What would you identify as [candidate’s name] greatest strength in terms of standing out among their peers?

7. If applicable: Has [candidate name] found a healthy balance in terms of working remotely while keeping you well informed of their projects, accomplishments and goals?

8. Would you re-hire [candidate name] if given the opportunity?

9. Can you identify an area for career or professional development that [candidate name] should work on to become a stronger contributor overall?

10.. Is there anything that you think a future employer should be aware of?