

**FACULTY STUDENT ASSOCIATION  
OF  
TOMPKINS CORTLAND COMMUNITY COLLEGE  
TELEPHONE REFERENCE CHECK**

**APPLICANT INFORMATION**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Open position for which the candidate applied

**REFERENCE CONTACT**

\_\_\_\_\_  
Person Contacted

\_\_\_\_\_  
Employer/Organization

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Title/Occupation of Person Contacted

\_\_\_\_\_  
Length of Association to Candidate

Relationship to Candidate: Supervisor  Co-Worker  Other  Describe: \_\_\_\_\_

**CANDIDATE INFORMATION**

(Supplied by Contact Person) References must be work-related

\_\_\_\_\_  
Position Held/Job Title

\_\_\_\_\_  
Dates of Employment

Direction Needed: None  Moderate  Excessive  Explain if excessive: \_\_\_\_\_

Job Performance: Excellent  Good  Fair  Poor  Explain Rating \_\_\_\_\_

Attendance Record: Excellent  Good  Fair  Poor  Explain if fair/poor: \_\_\_\_\_

How did the person relate to co-workers? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What were this person's strong points? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In what areas did this person need improvement? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was this person's reason for leaving? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you rehire this person? Why or why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you recommend this person for the above position? Why or why not? (Describe position to reference contact.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional questions and responses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Checking References

\_\_\_\_\_  
Date

