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TELEPHONE REFERENCE CHECK

CALIFORNIA STATE UNIVERSITY, LOS ANGELES **HUMAN RESOURCES MANAGEMENT**

NAME OF CANDIDATE **REQUISITION NUMBER**

COMPANY WHERE CANDIDATE WORKED

PERSON CONTACTED / TITLE

DATES OF EMPLOYMENT

JOB TITLE

JOB RESPONSIBILITIES

How would you rate him/her on the following?

GENERAL				ADMINISTRATIVE/SUPERVISORY			
	Very Good	Average	Below Average		Very Good	Average	Below Average
Quality of work				Ability to train others			
Quantity of work				Ability to delegate work			
Cooperation				Ability to supervise the work of others			
Dependability				Acceptance of responsibility			
Initiative				Ability to make rational decisions			
Knowledge of work				Budget administration			
Organization of work				Resourcefulness			
Interpersonal skills				Ability to plan the work of others			
Ability to meet deadlines				Ability to work within policies/procedures			
Attendance							

STRONG POINTS

AREAS NEEDING IMPROVEMENT

REASON FOR LEAVING

IS THE CANDIDATE ELIGIBLE FOR RE-EMPLOYMENT? Yes_____ No_____
If "No," why not?

COMMENTS

REFERENCE COMPLETED BY

PRINT NAME **SIGNATURE** **DATE**