



**Department of Human Resources
Talent Acquisition and Management
Telephone Reference Guide**

Date: _____ Reference Provider's Name: _____
 Applicant's Name: _____ Reference Provider's Title: _____
 Applicant's Phone #: _____ Reference Provider's School/Organization: _____
 Name of person completing this form: _____

<p>Introduction</p> <p>Mr. or Mrs. _____, this is _____ with Fairfax County Public Schools. We are considering _____ for possible employment and I would like to ask you a few questions about his/her work history with you.</p> <p>Things to Remember</p> <ul style="list-style-type: none"> - Be friendly, but persistent. - Build rapport with the reference giver. - Listen for what and how something is said. - Ask about others who can comment on the applicant's performance. - Record the information as you conduct the reference check. - Don't wait to write it down later. 	<ol style="list-style-type: none"> 1. What is/was your relationship with the applicant? (supervisor, co-worker, etc.) 2. What dates was the applicant employed with you? 3. What was the applicant's job title? 4. What were the applicant's duties? 5. How would you describe the applicant's work ethic? 6. What would you consider the applicant's strong points?
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Things to Remember

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7. What would you consider the applicant's areas for improvement?

8. Of the people you know in similar positions, how would you rate this individual?

Top 50% Top 25% Top 10%

9. Are there any concerns that I should have about hiring this applicant?

10. How might I set up this applicant for success if he/she was hired?

11. What was the applicant's reason for leaving his/her position with you?

12. Is there any additional information you would like to include?