



Telephone Reference Contact

INSTRUCTIONS This form is used by departmental hiring supervisors to record responses to the following questions regarding a reference check for a job applicant.

RECORDS RETENTION SCHEDULE [System Regulation 33.99.01: Employment Practices](#): Maintain employment applications and other relevant data on ALL job applicants who are NOT hired for *two* years. Employment applications and relevant data on hired applicants should be kept throughout their employment AND for *five* years after employment terminates.

| | |
|----------------------|------|
| Applicant's Name | |
| Company Contacted | |
| Reference's Name | |
| TAMUK Position Title | |
| Interviewer's Name | Date |

Thank you for taking my call. <Applicant's name> is a finalist for the position of <job title> at Texas A&M University- Kingsville & has indicated you as a reference. May I ask you some questions about <Applicant's name>?

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| 1) In what capacity have you known the applicant? And for how long? |
| 2) What was <Applicant's name> title, salary, and dates of employment with your organization? |
| 3) How would you describe <Applicant's name> work? |

4) How would you describe <Applicant's name> style of relating to people?

5) What are <Applicant's name> strongest job skills?

6) Have you perceived any weaknesses in work performance?

7) Is there anything else you would like to tell me about <Applicant's name> work performance or behavior?

8) Would <Applicant's name> be eligible for rehire?

Other question(s)