

**SUPPORT STAFF TELEPHONE REFERENCE FORM**  
*DeForest Area School District*

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Reference Contacted: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

The above named applicant has applied for employment with the DeForest Area School District and has given your name or listed you as a previous employer. May I take a few minutes of your time to visit with you regarding this person's abilities, qualifications and work experience?

1. He/she stated they worked at your company from (dates) \_\_\_\_\_ to \_\_\_\_\_ as a (job title) \_\_\_\_\_. Is this correct?

2. How do you know the applicant and for how long?

3. Please describe his/her job knowledge.

4. Please describe his/her ability to get along with others (co-workers, departments, public).

5. Were there any attendance concerns?

6. Please describe his/her strengths.

7. Please describe any areas that need to be improved.

8. Please describe his/her ability to learn new assignments.

9. How does he/she handle stressful situations or deadlines on the job?

10. What advice would you give to his/her new manager?

11. He/she said the reason for leaving was \_\_\_\_\_. Is this correct?

12. If you had an opening today, and he/she met the qualifications would you hire him/her?

Reference checked by: \_\_\_\_\_ Date: \_\_\_\_\_