



ARCHDIOCESE OF BALTIMORE TELEPHONE REFERENCE CHECKLIST

Candidate's Name _____

Person Contacted _____

Title _____

Company _____

Telephone # _____

Relation to Candidate _____

1. Confirm dates of employment: From _____ To _____

2. What position/s did candidate hold? _____

3. What were the responsibilities of the position? _____

4. How would you rate the quality of the candidates work? _____

5. How would you rate the candidate's productivity in his/her position? _____

6. How would you rate the candidate's interpersonal relationship skills? _____

7. How would you rate the candidate's communication skills? _____

8. What are his/her strong points? _____

9. What are his/her weak points or areas of opportunity? _____

10. What were his/her reasons for leaving? _____

11. Would you re-employ? _____

12. To the best of your knowledge, has this applicant ever been charged with, accused of, or convicted of child abuse or sexual abuse? Yes No If Yes, please explain:

13. Do you recommend this applicant be employed for the position sought?

Yes No With Reservations (please clarify)

Interview Signature _____

Date _____