

Telephone Reference Check

Today's Date

Finalist

Job Title

Department

Job Number

Ask individual contacted if this information is to be confidential:

Yes No

Applicant has given permission to conduct this reference check:

Yes No

Organization contacted

City & State

Phone Number

Individual contacted

Position

Verification of title(s) and dates of employment:

Title

Dates

Title

Dates

The candidate has applied with UCSB for the position of _____ in our
_____ department. This will entail (give overview of the duties and
responsibilities of the position.)

Would you please give us an overall evaluation of how the candidate performed for you in these areas?

Strengths:

Weaknesses:

Eligibility for Rehire:

Reason for Leaving:

Attendance/Punctuality:

Additional Comments:

Signature