

ADJUNCT/TEMPORARY TELEPHONE EMPLOYMENT REFERENCE

Applicant _____	Vacancy _____
Reference Name/Title _____	Company _____
Telephone # _____	Relationship if other than Supervisor _____

Advise the Reference that the Applicant has signed a release to check references (signed application form). Briefly describe the vacancy for which we are considering the Applicant.

1. Employment Verification – dates, job titles/duties:

2. Please comment on:

Quality of Work

Quantity of Work

Working Relationships with Others

Dependability

Attendance/Punctuality

Job-related Strengths

Job-related Weaknesses

3. Has the applicant ever displayed a violent temper at work?

4. Has the applicant ever been disciplined for harassing or mistreating fellow employees, clients, or students?

5. Would you rehire?

6. Do you have any additional comments regarding the applicant's employment and job performance which might influence our decision?

Supervisor _____ Date _____