

**Telephone Reference Check Template**

**Under North Carolina General Statute 126, employment references solicited by the University are considered confidential and may not be released to the applicant, employee, or public.**

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| --- | --- | --- |
| Name of Applicant | **Name of Reference** | **Reference’s Organization** |
|  |  |  |
| **Relationship of Reference to Applicant** | **Employment Dates of Applicant** |  |
|  | From |  | To |  |  |  |
| **Title and Duties/Responsibilities of Applicant with Organization** |
|  |
|  | **Comments** |
| Quality of Work |  |
| Quantity of Work |  |
| Attendance |  |
| Getting Along With Others |  |
| Ability to Supervise |  |
| Attitude Towards Supervision |  |
| Reason for Leaving (if applicable) |  |
| **Would Reference Rehire Applicant?** |
|  | Yes |  | No If not, why? |  |
| **Additional Comments** |
|  |

|  |  |
| --- | --- |
| **Reference Obtained by** | **Date** |
|  |  |