

**JOHNS HOPKINS UNIVERSITY
HUMAN RESOURCES OFFICE
TELEPHONE EMPLOYMENT REFERENCE CHECK**

Applicant Name: _____ Social Security Number: _____

Employer: _____ Phone Number: _____

Supervisor's Name: _____ Supervisor Title: _____

Title of Applicant's Job: _____ Dates Held (Month/yr) _____

Telephone interview data:

1. Verify title _____ Dates _____
#hrs./wk _____ Salary _____ Per _____

2. Ask supervisor to describe last job:

If won't describe, ask verification.

3. How would supervisor rate work performance? Describe work strengths and/or weaknesses?

Would rehire?

4. Reason for leaving?

5. How was attendance/punctuality? Ex. # of days out for sick leave, on average?

6. Describe interpersonal skills. Any reservations in this area?
(Ask specifically about relationships with supervisors, peers, subordinates, and clients)

APPENDIX D

7. Any problems you can share.

8. Describe how: Handle pressure?
Deal with multiple tasks simultaneously?
Meet deadlines regularly?

9. Describe how he/she accepts supervision.

10. If supervisor, describe management style
Successful?
If not, why not?

11. Describe job vacancy here. Any difficulty anticipated for applicant in this job based on supervisor's knowledge.

ADDITIONAL SPACE

Ref. checked by: _____
Date: _____