



# Kirkwood Community College Telephone Reference Check

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# \_\_\_\_\_ of 3 Required

Name of Applicant \_\_\_\_\_  
Former Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Interviewee \_\_\_\_\_ Title \_\_\_\_\_ (Former Supervisor, etc.)

1. What position did \_\_\_\_\_ have with your organization? \_\_\_\_\_  
(Applicant)
2. How long was the person under your supervision (or work with)? \_\_\_\_\_
  - a. How much interaction did you have with this person? \_\_\_\_\_
  - b. How much interaction did this person have with other co-workers? \_\_\_\_\_
3. I have some specific questions but generally what is your opinion of this person's abilities? (Intellectual skills, work habits, accuracy, leadership, ability to work with others, ability to work with parents and community members)
4. a. \_\_\_\_\_ has applied for the position of \_\_\_\_\_ and that position requires  
(Applicant)
5. b. Do you believe \_\_\_\_\_ would be successful in such a position? Yes No  
(Applicant)  
Why/Why not?
6. Why did he/she leave your employment or why might they want to leave? (Be specific.)

7. a. Would you re-employ? Yes No Why/Why not?

b. What restrictions or concerns might you have if you re-employed?

**NOTICE:** For questions 8-16 if you receive any “yes” answers you must provide written details on a separate page and attach.

8. As your employee, did this person ever receive a written counseling statement of any kind or any reprimand?

9. Did you or the employer ever consider or take any action to demote, suspend, non-renew or dismiss this person as an employee? Yes No

10. Did this person challenge the employer’s actions? Yes No

11. Would you have any hesitation or concern in allowing a student or employee to have direct, one-on-one contact with this person in a private setting? Yes No

12. Any concerns about this person being late to work without authorization? Yes No

13. Any difficulty with working relationships with supervisors, parents or community? Yes No

14. Ever an allegation or complaint for any of the following: (Yes or No)

Abusive language Yes No

Inappropriate contact with any person, verbal or physical contact, of sexual or violent nature Yes No

Dishonesty Yes No

Failure to provide adequate supervision Yes No

Failure to follow reasonable directions or instructions Yes No

Failure to apply appropriate disciplinary control of students Yes No

Discriminatory behavior Yes No

Ethical issues Yes No

15. Was this person ever involved in an incident that resulted in injury or other damage to a student? Yes No

16. Does this person have any negative work habits? Yes No

17. Is there any other information I have not asked about that would help us determine this person’s eligibility, qualifications and suitability for employment with our college? (newspaper articles, persons to contact, court

records, etc.)      No    Yes

18. To your knowledge, did this person ever resign from prior employment?    Yes    No  
(If so, do you know the reason for resignation?)

19. **IMPORTANT FINAL QUESTION:**

What are \_\_\_\_\_'s poorest qualities or attributes as an employee?  
(applicant's)

They have to provide something as an answer (describe)

Miscellaneous Comments:

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Signature of Interviewer

Date