

## **Yosemite Community College District Telephone Reference Check Form**

APPLICANT INFORMATION

Applicant's N Enter Last, First of		ddle Ini	itial								Date:
Position:											
Verifier's Nar	ne:										
							CON	TACT INFO	RMATIO	N	
Name of Con	tact:										
Title:										Phone Number	:
Company:											
At the beginning of the reference check discussion, please inform the contact that the applicant has signed a Confidential Inquiry Waiver releasing the individual and organization from liability.											
							GEN	ERAL INFO	RMATIO	N	
Was the applicant an employee of your company?											
Beginning Date of Employment:									Ending Date of Employment:		
What were the applicant's primary job duties and responsibilities?											
RATINGS AND COMMENTS											
	Excellent	Good	Neutral	Limited	Poor	Insufficient Information		Co	omments (rec		of Limited and Poor)
								All Posit	ions		
Problem- Solving Skills											
Creativity and Initiative											

	Excellent	роо5	Neutral	Limited	Poor	Insufficient	Not Applicable	Comments (required for ratings of Limited and Poor)
Dependability								
Enthusiasm								
Time Management								
Attention to Detail								
Commitment to Excellence								
Collegiality with all Levels								
Appreciation of Diversity								
Honesty/ Integrity								
What are the applicant's key strengths for the position?								
In which areas does the applicant need further development?								

Is there anything you would like to share about this candidate?										
Would you rehire this applicant?										
								Faculty Positions		
	Excellent	p009	Neutral	Limited	Poor	Insufficient Information	Not Applicable	Comments (required for ratings of Limited and Poor)		
Teaching Ability/Style										
Commitment to Students										
Campus Involvement										
Skill/ Currency in the Discipline										
								Management Positions		
								wanagement Positions		
Supervisory Effectiveness										
Leadership Effectiveness										
Judgment/ Wisdom										