Employment Reference Phone Script

[Applicant] has applied for a position with our business, and you were listed as a former employer. [Applicant] has signed a release that authorizes you to give us the following information. [Give identifying information they ask for to help them find the applicant's file. You may have to offer to send a copy of the applicant's release to the former employer in order to get the information.]

Would you please verify that [Applicant] worked for your company from [date] to [date]?

What was [Applicant's] job title?

Could you give me a brief description of the duties [Applicant] performed?

Please verify that [Applicant's] final rate of pay was $[amount] hourly/weekly/biweekly/monthly/annually.

Was [Applicant] reliable?

Was the work [Applicant] performed satisfactory?

Did [Applicant] get along with coworkers and supervisors? [If relevant, with customers or clients?]

What was the reason given for leaving your employ?

Would you rehire [Applicant]?

Would you recommend [Applicant] for a position as [whatever position you are trying to fill]?

Thanks for taking the time to speak with me. Is there anything else that you think I might find helpful in making a hiring decision with respect to [Applicant]?