TELEPHONE INTERVIEW CHECKLIST

Applicant's Name: ______________________________ Position: ________________________________

1. What is your association with applicant?

2. What opportunities have you had to observe his/her performance of duties?

3. How long was the person employed in your organization?

4. Would you recommend, generally?

5. Does he/she have characteristics of a successful employee?

6. Any problems that would affect work performance?

7. Would you employ or reemploy if opportunity presented?

8. Attendance:

9. Dependability:

10. Other:

Name of organization: ______________________________________________________________________

Person Called: ________________________________________ Position: _______________________________

Signature of Interviewer Campus/Department Date

08/05