



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT

Telephone Reference Check Form

Applicant Information

Applicant Name: _____ Date: _____
Last First M.I.

Position Applied For: _____

Verifier's Name: _____

Contact Information

Name of Contact: _____

Title: _____ Phone #: (____) _____

Company: _____

Address: _____
Street Address Suite #

City State Zip Code

Please verify the following information from the candidate's employment application

Was the applicant an employee of your company? YES _____ NO _____

When? START DATE: _____ END DATE: _____

What were the applicant's primary job duties and responsibilities?

How would you characterize the applicant's problem-solving skills?

How would you describe/rate the applicant's initiative, ambition, and enthusiasm?

How would you characterize the applicant's follow-through on tasks/projects and meeting deadlines?

How would you describe/rate applicant's ability to cooperate and work with others, including those at other levels within the organization?

How would you describe/rate the applicant's honesty and integrity?

HR Tools
<http://my.vcccd.edu>





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How would you describe/rate the applicant's dependability?

What are the applicant's greatest strengths for the position?

In what areas would you say the applicant needs to further develop?

Would you rehire this applicant? YES _____ NO _____

Administrators and Managers Only

Describe the applicant's supervisory responsibilities (if applicable):

How would you characterize the applicant's leadership style? (collegiality, resourcefulness, etc.)

How would you describe the applicant's ability to express thoughts, ideas, concepts, etc., either verbally or in writing?

How would you describe the applicant's judgment in problem solving and responding to situations?

Faculty Only

How would you describe the applicant's teaching ability and style?

How would you describe the applicant's personal qualifications and commitment to teaching excellence?

How would you describe the applicant's commitment to students and pedagogical techniques?

What is the applicant's involvement with college activities, i.e., committees, task forces, meetings, etc.?

For All Applicants

Would you rehire this applicant? YES _____ NO _____

Thank you for your time and assistance.

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