### ARCHDIOCESE OF BALTIMORE
### TELEPHONE REFERENCE CHECKLIST

<table>
<thead>
<tr>
<th>Candidate’s Name</th>
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<tr>
<th>Person Contacted</th>
<th>Title</th>
<th>Company</th>
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<tr>
<th>Telephone #</th>
<th>Relation to Candidate</th>
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1. Confirm dates of employment: From _________ To _________

2. What position/s did candidate hold?

3. What were the responsibilities of the position?

4. How would you rate the quality of the candidates work?

5. How would you rate the candidate’s productivity in his/her position?

6. How would you rate the candidate’s interpersonal relationship skills?

7. How would you rate the candidate’s communication skills?

8. What are his/her strong points?

9. What are his/her weak points or areas of opportunity?

10. What were his/her reasons for leaving?

11. Would you re-employ?

12. To the best of your knowledge, has this applicant ever been charged with, accused of, or convicted of child abuse or sexual abuse?  
   - [ ] Yes  
   - [ ] No  
   If Yes, please explain:

13. Do you recommend this applicant be employed for the position sought?  
   - [ ] Yes  
   - [ ] No  
   - [ ] With Reservations (please clarify)

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Interview Signature ___________________________ Date _________

Effective September 1, 2003