Date: __________________________
Job ID #: __________________________

Candidate name: ____________________________

Name (person giving reference): ____________________________
Phone number: ____________________________
Title: ____________________________
Relationship: ____________________________
Organization Name: ____________________________

1. What were his/her dates of employment? Beginning date: ____________ Ending date: ____________

2. What were the candidate’s title and main responsibilities at that time?

3. Did he/she supervise anyone? Yes ☐ No ☐ How many? ____________________________

4. What are the candidate’s greatest strengths and weaknesses?

5. How was the candidate’s attitude toward continued learning to develop new skills and competencies?

6. How would you rate the candidate’s skills in their role with your organization?
7. How would you describe his/her:
   a) Attendance: _________________________________________________
   b) Relationship with co-workers: _____________________________________
   c) Initiative and follow through: _____________________________________
   d) Quality of work: ________________________________________________

8. Was there a need for close supervision at all?

9. Would you describe the candidate as task oriented or goal oriented?

10. Is there anything else you would like to add of significance?

________________________________________                                               ______________________________
Signature                                               Date

• Retain for three years with your Hiring Records of the position