Applicant's Name:

Name and Title of Person Giving Reference:

Company/Organization name:

Known candidate for \_\_\_\_\_\_ (#years or months)

In what capacity? (Supervisor? Coworker?): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Suggested script: The following are some questions that will give us a better understanding of the candidate's abilities and past performance. In answering these questions please be honest and candid just as you would expect if you were doing the hiring."*

*Please describe the following regarding the candidate:*

**Describe the overall quality of the candidate's work.**

**What are the candidate's strengths and weaknesses?**

**Rate the candidate's oral and written communication skills.**

**Describe the candidate's interpersonal skills with co-workers and supervisors**

**How does the candidate relate to external customers?**

**Does the candidate treat others fairly and equitably? Explain.**

**How does the candidate demonstrate appropriate coping skills during stressful/hostile situations?**

**How does the candidate demonstrate initiative?**

**How does the candidate demonstrate the ability to use technology or equipment appropriate for the job?**

**Tell me about the candidate's dependability.**

**How has the candidate demonstrated the ethical use of company resources?**

**Given your experience with the candidate, would you rehire her/him? If not, please explain.**

**Is there any additional information you feel we should have in considering the candidate for employment?**

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Name and Signature Date