

UD Interviewer: _____ Requisition #: _____ Date: _____

This form is a guide to the best possible reference on the candidate(s) for your open position. Please get two to three reference checks for each finalist and then forward the completed forms to the Office of Human Resources, 413 Academy Street, Room 150.

Candidate's Name: _____

Employer: _____ Phone Number: _____

Reference's Name: _____ Reference's Title: _____

Dates of employment and positions held: _____

Did you directly supervisor this person? _____

Is reference in a position to evaluate candidate's performance? Yes No
(If no, end call)

How long did you work with this person? _____

How would you rate their performance and why? Excellent Satisfactory Poor

Can you provide an example on how the individual used time effectively? Were assignments completed on time?

Can you provide examples showing how the individual handled multiple task/projects?

Please describe the individual's communication skills. Were they effective verbally and in writing with peers, supervisors, others, etc? Yes No (Ask for examples)

How would you rate this individual's computer/technical skills?

- None Basic Intermediate Expert
 Word Processing Database Spreadsheet Web

Other:

How does the individual interact with peers?

Can you provide examples showing how this individual is self-motivated and/or takes initiative?

- Yes No

Why or why not would you select this applicant to be part of a team to assist with critical projects?

Are you aware of any problems with:

Attendance:

Yes

No

Punctuality

Yes

No

Job Performance

Yes

No

Can you comment on any additional job-related information of which we should be aware?

Yes

No

If applicable, why did they leave employment (voluntary or involuntary)?

If you were in a position to rehire this person would you, why/why not? Yes No
