



Human Resources Division

Updated: 2/2/2024

Name of reference:
Tel #:

Current Title/Company:
Type of reference:

How many years have you known the candidate and in what capacity?

What were the candidate's job title and duties?

How would you compare this candidate with others doing the same work?

What were their strong points? _____

What were areas needing improvement _____

Please rate the candidate on the following from 1 – 5, with 5 being the highest (excellent):

Skill	Rating
Learns new tasks	
Follows directions	
Reliability	
Interpersonal Skills	
Attendance/Punctuality	
Accepts Responsibility	
Flexibility	
Meets deadlines	
Supervisory ability	
Creativity	

Why did they leave? _____

Would re-hire this person? **Yes or No**

Do you want to resend this form to the Hiring Manager for updates/corrections? **Yes or No**

Additional Comments: _____
