



Position Title / Number: _____
Person Making the Reference Call: _____
Date: _____
Candidate Name: _____
Person Contacted: _____
Title: _____
Company: _____
Employment Dates: _____

1. How long have you known the candidate?
2. Did you directly supervise this person?
3. How would you describe this candidate's responsibilities?
4. How would you describe the candidate's honesty and integrity?
5. How would you compare this candidate's performance with those of co-workers?
6. What degree of supervision did he/she require?
7. What are his/her strong points and weaknesses?
8. How do you rate this candidate's ability to handle conflict resolution and resolve problems?
9. How would you rate this candidate's ability to work in a diverse, multicultural environment?
10. How well does this candidate prioritize work assignments?
11. Could you comment on his/her?
 - a. Attendance
 - b. Dependability
 - c. Overall work ethic
12. Would you re-employ? If no, why not?
13. Is there any additional job related information you would like to share?