

## REFERENCES WORKSHEET 2

Applicant's Name: \_\_\_\_\_

Reference's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

1. How do you know the applicant? (e.g. past supervisor, friend, co- worker)

---

---

---

---

---

2. What were the applicant's major job duties if/when you worked together?

---

---

---

---

---

3. What do you see as the applicant's strengths?

---

---

---

---

4. What do you see as areas that may need improvement?

---

---

---

---

---

5. How would you rate the applicant's:

- |                                      |           |   |   |   |   |   |      |
|--------------------------------------|-----------|---|---|---|---|---|------|
| a. Flexibility:                      | Excellent | 1 | 2 | 3 | 4 | 5 | Poor |
| b. Dependability/Attendance:         | Excellent | 1 | 2 | 3 | 4 | 5 | Poor |
| c. Has good judgment:                | Excellent | 1 | 2 | 3 | 4 | 5 | Poor |
| d. Ability to work as a team member: | Excellent | 1 | 2 | 3 | 4 | 5 | Poor |
| e. Ability to work independently:    | Excellent | 1 | 2 | 3 | 4 | 5 | Poor |
| f. People Skills:                    | Excellent | 1 | 2 | 3 | 4 | 5 | Poor |

6. Would you hire (re-hire) the applicant?                      Yes                      No

7. Any other comments you'd like to share?

---

---

---

---

---

---

---

---