**Date:** Click here to enter a date. **Completed by:** Click here to enter text.

**Candidate name:** Click here to enter text.

**Previous employer:** Click here to enter text. **Reference provided by:** Click here to enter text.

**Relationship to applicant:** [ ] **Supervisor**  [ ] **other:** Click here to enter text.

**Dates of Employment: From:** Click here to enter a date. **To:** Click here to enter a date.

**Position(s) Held:** Click here to enter text.

**Were there any documented disciplinary actions?** [ ] **No** [ ] **Yes** **Please explain:** Click here to enter text.

**Is this person eligible for rehire?** [ ] **Yes** [ ] **No** Click here to enter text.

**ADDITIONAL QUESTIONS FOR THE CANDIDATES DIRECT SUPERVISOR:**

What are/were the responsibilities of the position?

Click here to enter text.

Is/was their attendance record acceptable? Are/were they on-time and dependable?

[ ] Yes [ ] No [ ] Yes [ ] No

Do/did they handle conflict well? How about pressure? Stress?

[ ] Yes [ ] No Click here to enter text.

How would you describe their style of communication and its effectiveness?

Click here to enter text.

How do/did they respond to critical feedback?

Click here to enter text.

Do/did they follow through on work assignments in a timely manner? Please describe:

Click here to enter text.

How would you describe their management style? **(Management Positions Only)**

Click here to enter text.

Is there anything else I should take into consideration?

Click here to enter text.