**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.