

Candidate's Name:

Position applying for:

Reference Contacted:

Title of Reference:

Individual Checking Reference:

Phone:

Professional relationship to applicant:

Date of Call:

Time of call:

- Job knowledge: understands and effectively utilizes job related information, technical skills and procedures.
- Dependability and quality of work: reliable in following instructions and in accurately completing work with minimum supervision and follow-up.
- Initiative: demonstrates self-reliance and resourcefulness; regularly makes innovative contributions.
- Adaptability and flexibility: grasps and adjusts to new ideas, procedures, and situations comfortably.
- Communication Skills: clearly and effectively communicates to others through written and oral expression.
- Working relationships: willing and successful as a team worker, develops a rapport with others.