Date: Contact made by:

|  |  |
| --- | --- |
|  |  |

Date Name

Applicant

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

Name Position Title Vacancy # Dept.#

Reference Contact

|  |  |  |
| --- | --- | --- |
|  |  |  |

Name Company Title

***Choose any questions which will assist in your review, add or remove as applicable to the position or pose your own.***

**In what capacity and how long have you been associated with      ?**

**Describe what it has been like (was like) to supervise      .**

**What piece of information about       should his/her supervisor know, in order to create the most effective work environment for      ?**

**Have you had occasion to witness      ’s teaming skills? Please describe.**

**What unique talent/skill has       brought to your organization?**

**Explain how       deals with multiple deadlines/projects?**

**Describe how       handles stressful situations?**

**Have there been any performance issues with       during the time he/she reported to you?**

**Describe      ’s performance related to reliability?**

**Describe how       handles constructive criticism and feedback?**

**Would you describe      as primarily aggressive, assertive, or passive in dealing with important issues?**

**Describe      ’s performance as it relates to being results-oriented.**

**Describe      ’s communication skills, both written and oral.**

**What one thing about      ’s experience, skills, and work style would you change if you could?**

**What one thing about      ’s experience, skills, and work style would you not change?**

**Would you rehire/recommend      ? Why or why not?**