



**SECTION ONE – TO BE COMPLETED BY CANDIDATE**

<b>Candidate's Name:</b>	<b>Maiden Name or N/A:</b>	
<b>Recruiter Name:</b>	<b>Position Title Applied For:</b>	
<b>(Check One) Medical Center:</b>	<b>University:</b>	<b>Employer:</b>
<b>Dates Employed: From:</b>	<b>To:</b>	<b>Employer E-mail/Phone Number:</b>
<b>Reason for Leaving (if previous employer):</b>	<b>(Check One) Voluntary:</b>	<b>Involuntary:</b>
<b>Information Provided By:</b>	<b>Title:</b>	

**SECTION TWO – TO BE COMPLETED BY REFERENCE**

1. How long have you known the candidate and in what capacity did/do you work with them (co-worker, supervisor, subordinate, etc.)?

2. Describe this candidate's overall work performance in the following areas.

	<i>Poor</i>	<i>Good</i>	<i>Excellent</i>	<i>Comment</i>
<i>Customer Service / Integrity</i>				
<i>Interpersonal Skills / Inclusivity</i>				
<i>Technical Skills</i>				
<i>Productivity</i>				
<i>Dependability / Excellence</i>				
<i>Initiative</i>				
<i>Leadership</i>				
<i>Teamwork / Collegiality</i>				
<i>Attendance</i>				

3. Major Responsibilities: What was/is the nature of his/her duties?

4. Do you think he/she would be a good fit in the \_\_\_\_\_ unit? Why?

5. (If previous employer) Is he/she eligible for rehire and if so, would you rehire?      Yes      No (Check One) If no, why?

6. Additional Comments:

This reference was completed by: \_\_\_\_\_ Date: \_\_\_\_\_