

Reference Check Form

Thank you for agreeing to provide a reference for a candidate for a position at the University of Idaho. Please respond to the questions below to the best of your knowledge. Responses will be kept confidential and will not be shared with the candidate. Your time and candid feedback are greatly appreciated.

Candidate name:

Reference name:

1. In what capacity did you know the candidate? (direct supervisor, colleague, etc.)

2. How would you assess the quality of the candidate's work?

3. What are the candidate's strongest points as an employee?

4. What are the candidate's weakest points as an employee?

5. How did the candidate get along with other people?

6. Please rate the candidate on the following characteristics:

	<i>Very Unsatisfactory</i>	<i>Unsatisfactory</i>	<i>Neutral</i>	<i>Satisfactory</i>	<i>Very satisfactory</i>
Attendance <i>Excluding absences protected by law</i>					
Dependability					
Ability to take on responsibility					
Ability to follow instructions					
Degree of supervision needed					
Overall attitude					

7. To the best of your knowledge, did the candidate ever violate company policy?

8. To the best of your knowledge, why did the candidate leave their position with your company?

9. Would you reemploy the candidate?

10. Any other comments?

Thank you!