

**MODEL REFERENCE CHECK**

Candidate: \_\_\_\_\_

Reference Organization: \_\_\_\_\_

Reference Name/Title: \_\_\_\_\_

**MINIMUM REFERENCE CHECK**

Position held? \_\_\_\_\_

How long did you supervise candidate? \_\_\_\_\_

Full-Time or Part-time? \_\_\_\_\_

If part-time, how many hours per week? \_\_\_\_\_

Dates of employment? \_\_\_\_\_

Eligible for rehire? \_\_\_\_\_

**EXPANDED REFERENCE CHECK**

With rating categories of Needs Improvement, Satisfactory and Outstanding, how would you rate (the candidate) on the following areas:

**Initiative**

NI      S      O

Did (candidate) set high standards of performance? Y   N

Did (candidate) display a high level of effort and commitment to performing the work? Y   N

Comments:

**Adaptability**

NI      S      O

Did (candidate) handle day-to-day work challenges confidently? Y   N

Was (candidate) willing and able to adjust to multiple demands and shifting priorities? Y   N

Comments:

**Decision Making**

NI      S      O

Did (candidate) share information and involve others as appropriate in the decision making process? Y   N

Did (candidate) take responsibility for their decisions? Y   N

Comments:

