

| | | | | | | APF | PLICA | NT INFORMATION | | | | | |
|--|--|-------|---------|---------|---------------|--------------------|-------------------|---|--|--|--|--|--|
| Applicant's N | ame: | | | | | | | Date: | | | | | |
| Position: | | | | | | | | | | | | | |
| Verifier's Nar | Verifier's Name: Verifier's Signature: | | | | | | | | | | | | |
| CONTACT INFORMATION | | | | | | | | | | | | | |
| Name of Con | tact: | | | | | | | | | | | | |
| Title: | | | | | Phone Number: | | | | | | | | |
| Company: | | | | | | | | | | | | | |
| At the beginning of the reference check discussion, please inform the contact that the applicant has signed a Confidential Inquiry Waiver releasing the individual and organization from liability. | | | | | | | | | | | | | |
| | | | | | | G | ENER/ | AL INFORMATION | | | | | |
| Was the appl | icant | an em | nploye | e of y | our c | ompany | ? | | | | | | |
| Beginning Da | te of I | Emplo | ymen | nt: | | | | Ending Date of Employment: | | | | | |
| What were th | What were the applicant's primary job duties and responsibilities? | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| RATINGS | 5 AN | D C | ΟΜΙ | MEN | ITS | | | | | | | | |
| | | | | | | ent tion | ble | | | | | | |
| | Excellent | Good | Neutral | Limited | Poor | sufficie format | Not Applicable | Comments (required for ratings of Limited and Poor) | | | | | |
| | ш | 0 | 2 | | ₽. | in in | 2 4 | All Positions | | | | | |
| Problem- Solving Skills | | | | | | | | | | | | | |
| Creativity | | | | | | | | | | | | | |
| and Initiative | | | | | | | | | | | | | |
| Dependability | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

| | Excellent | Good | Neutral | Limited | Poor | Insufficient Information | Not Applicable | Comments (required for ratings of Limited and Poor) |
|------------------------------------|-----------|------|---------|---------|------|-----------------------------|-------------------|---|
| Enthusiasm | | | | | | | | |
| Time Management | | | | | | | | |
| Attention to Detail | | | | | | | | |
| Commitment to Excellence | | | | | | | | |
| Collegiality with all Levels | | | | | | | | |
| Appreciation of Diversity | | | | | | | | |
| Honesty/ Integrity | | | | | | | | |

| Management Positions | | | | | | | |
|------------------------------|--|--|--|--|--|--|--|
| Supervisory Effectiveness | | | | | | | |
| Leadership Effectiveness | | | | | | | |
| Judgment/ Wisdom | | | | | | | |

What are the applicant's key strengths for the position? In which areas does the applicant need further development? Is there anything you would like to share about this candidate? Would you rehire this applicant?