



## MIDDLE GEORGIA STATE UNIVERSITY

Date \_\_\_\_\_ Candidate Name \_\_\_\_\_

Reference Name \_\_\_\_\_

Company \_\_\_\_\_

Relationship to Candidate (Supervisor? Co-worker?) \_\_\_\_\_

Position Held \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Explain the reason for your call and verify the above information.

1. Please describe the type of work for which the candidate was responsible.

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2. How would you describe the applicant's relationships with coworkers, subordinates (if applicable), and with superiors?

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3. Would you consider the candidate to be a team player? Please explain.

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4. How would you describe the quantity and quality of output generated by the former employee?

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5. What were his/her strengths on the job?

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6. What are some opportunities for improvement for candidate?

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7. What is your overall assessment of the candidate?

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8. Explain the main aspects of the job the candidate has interviewed for and then ask if the person would recommend the candidate for this type of position? Why or why not?

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9. Would this individual be eligible for rehire? Why or why not?

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Other comments?

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Name of person checking the reference

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Date