

<b>Work Related Reference</b>	
Was _____ employed by your organization?	Y N
Employed from _____	to _____
What was your contact with them?	
What was their title?	
What were their duties?	
What was the quality of work?	
Did they require much supervision?	
Were they enthusiastic about their job?	
Were they willing to take on additional duties?	
Were they a self- starter?	
Once assigned a task, did they follow through with it?	
Did they have good organizational skills?	
How well did they get along with other people?	
Did they lose much time away from work?	
What was the nature of their separation?	
Would you rehire? <input type="checkbox"/> Y <input type="checkbox"/> N Why?	
Are there any areas of concern?	
Can you comment on their professionalism?	
Any additional comments:	
Name of person contacted:	
Position:	Organization:
Phone Number:	
Completed By:	
Date:	