



Talent Acquisition

UNIVERSITY OF CENTRAL FLORIDA

A & P Employment Reference Form

Candidate Name	Date
Referee Name and Title	Relationship to Candidate
Organization/Company	Candidate's Job Title
Dates of Employment	Reason for Separation (If applicable):

1. What were the job candidate's main responsibilities?

2. What do you consider are the candidate's strengths?

3. In what areas does the candidate need additional development?

4. How would you describe the candidate's reliability and dependability?

Excellent Good Fair Poor

5. How did the job candidate handle challenges, whether pressure to meet a deadline, stress with a tough goal, or conflict with colleagues?

Excellent Good Fair Poor

6. How would you describe the candidate's relationships with co-workers, subordinates, and supervisors?

Excellent

Good

Fair

Poor

7. What type of work environment do you think the candidate will most likely thrive in and why?

8. Is there any additional information that you feel we should have in considering this candidate?

9. If you had the opportunity, would you re-hire this job candidate? Why?

Signature of hiring official completing the form

Date