

## Reference Check Questionnaire Form

You have been identified as a supervisory reference who can speak to the candidate's current or past performance. Please take a few minutes to answer the following questions about the candidate being considered for employment at UW Facilities.

We greatly appreciate your time to provide feedback that will help us make an informed hiring and selection decision for our staff recruitments within UW Facilities.

Name and Title of reference contact:

Name of company/department of reference contact:

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1. Describe your working relationship with the candidate:
2. Did you directly supervise the candidate?
3. How would you describe the quality of the candidate's work?
4. What are the candidate's strongest skills AND areas for improvement?
5. Did the candidate directly supervise others?
  - a. How many direct reports?
  - b. Describe the candidate's effectiveness as a supervisor:
6. How well did the candidate organize, prioritize, and manage their work?
7. How did the candidate respond to pressure (e.g., from high volume, deadlines, multiple tasks, public contact)?
8. Describe how the candidate collaborated with other people (e.g., clients, co-workers, supervisors, etc.):
9. Describe how the candidate responded to constructive feedback:
10. How would you describe the candidate's attendance?
11. Are there any issues pertaining to the candidate's performance?
12. Would you rehire the individual? If no, why not?

13. What was the reason for the candidate's separation from your company?
  
14. What else can you share about the candidate to help us make our decision?
  
15. Date completed: