



# Talent Acquisition

UNIVERSITY OF CENTRAL FLORIDA

## A & P Employment Reference Form

Candidate Name	Date
Organization/Company	Previous Supervisor's Name
Contact Number	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, such as handling pressure to meet a deadline?

Excellent                      Good                      Fair                      Poor

6. How did the job candidate handle conflict with their colleagues?

Excellent                      Good                      Fair                      Poor

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

Excellent

Good

Fair

Poor

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

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

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

Signature of hiring official completing the form

Date