



Talent Acquisition

UNIVERSITY OF CENTRAL FLORIDA

USPS & OPS Employment Reference Form

Candidate Name	Date
Referee Name and Phone Number	Previous Supervisor's Name
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. What advice can you give me to successfully manage the job candidate?

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

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

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

Signature of hiring official completing the form

Date