

Reference Contacts

Position Title, Series, Grade: _____

Applicant: _____ Date: _____

1. What is/was your association with the applicant?
2. What were the applicant's principle duties and responsibilities?
3. How well does this person get along with co-workers?
4. Describe the applicant's oral and written communication skills?
5. Describe what the applicant is like to supervise? What are his/her strengths?
-dependable, reliable, trustworthy, organized, ethical
6. Describe the applicant's analytical skills?
7. Describe the applicant's ability to work independently, as well as a member of a team?
8. Describe the applicant's work habits?
9. Part of this job is to_____. How do you think this applicant will handle this program?
10. Would you rehire this candidate if you had a vacancy in your organization?
11. Is there anything else I should know about?

Interviewer: _____
Name Date