



Applicant's name:

Position:

Name of reference:

Date:

Interview conducted by:

Information to be requested:

1. In what capacity do you know the applicant?
2. What do you consider to be their greatest strengths?
3. How would you compare their work to the work of similarly situated employees?
4. In what areas could they improve job-related skills?
5. How would you describe their skills? (Identify specific job competencies to explore. They may include interpersonal, problem solving, supervisory, or technical abilities.)
6. Did they make a significant contribution to your company/department while they worked with you? Please describe the nature of the contribution.



Information to be requested:

7. Do you know why they are looking for a new position?

8. Would you rehire them if given the opportunity? If not, would you care to tell me why?

Dates of employment:

Job title(s):

Salary:

Job duties:

