



Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Role: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Reference Contact Information: \_\_\_\_\_

Institution or Company/Title: \_\_\_\_\_

1. What is your relationship to the candidate? How long have you known the candidate?
2. How would you describe the candidate's overall work performance?
3. What, in your opinion, are the candidate's greatest strengths?
4. What difficult situation or issue did you see the candidate address? What was the outcome of the challenge?
5. Are there any skill-sets you would recommend the candidate develop further, or any traits they could improve upon?
6. Would you describe the candidate as someone who works best as part of a team or independently?
7. Did the candidate demonstrate initiative on projects and/or tasks?
8. How has the candidate used technology to solve problems or improve efficiency at your institution?
9. How has the candidate interacted with diverse groups of students and other constituencies?
10. If this candidate leaves your institution, would you rehire this candidate?
11. Is there anything else I should know about this candidate?