**University of Illinois at Chicago**

***Professional Reference Check***

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate:** |  | **Recruiter:** |  |
| **Name:** |  | **Date:** |  |
| **Company and Title:** |  |  |  |
| **Contact Info:** |  |  |  |

How do you know the candidate professionally?

# Strengths/Areas of potential growth or potential problems

# Strengths:

# Opportunities;

What was applicant's reason for leaving your company?

What was his/her reporting structure?

What would you say was his/her biggest accomplishment while working at your company?

Comprehensive Ratings – Scale = 4 – Excellent, 3- Good, 2- Fair and 1 – Poor

* Analytical skills –
* Communication skills –
* Ability to handle high stress or difficult situations? -
* Work habits (time management, organization and planning) –
* Quality of work -
* Interpersonal skills –
* Ability to make decisions and follow through -
* Optimism/attitude -
* Professional Judgment-
* Attendance-
* Integrity –
* Overall performance -

Would you recommend applicant for hire? If no, please explain.