

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.