

A reference has been requested from you. Please answer the following questions.

How long have you known the applicant: _____

In what capacity do you know the applicant (i.e. co-worker, supervisor, etc.) _____

Please indicate the rating which you feel best describes the applicant:

	Unsatisfactory	Fair/Good	Very Good	Outstanding
1. Attendance				
2. Quality of Work				
3. Cooperation/ Teamwork				
4. Supervisory Ability				
5. Appearance				
6. Ability to Work Independently				
7. Job Knowledge				

Areas of strength: _____

Areas needing improvement: _____

Would you hire this individual? ___ Yes ___ No

If no, please explain: _____

Additional comments: _____

Signature

____/____/____
Date

For office use only: (If AEX Representative is verifying reference information by telephone, please document below the person you talked to, the time, and date of conversation, and Sign the form.)

Individual Providing Information/Title

Time

Date

AEX Representative Signature

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