

Personal Reference Questionnaire

Applicant Name: _____ Position Applied For: _____

Reference Name: _____ Reference Phone Number: _____

Reference checked by: _____ Date: _____

1. How do you know the applicant?

Close friend? _____ Neighbor? _____ Casual Acquaintance? _____ Other (please describe)? _____

2. How long have you known the applicant? _____

3. When was the last time you had contact with the applicant? _____

4. How does the applicant get along with people? _____

5. How does the applicant react in stressful situations? _____

6. Is there any reason why you would not trust the applicant with confidential information (if applicable)? _____

7. Do you have any reason to question the applicant's reliability? _____

8. What would you say are the applicant's strong points? _____

9. Do you know of any areas of improvement? _____

10. What best motivates the applicant? _____

11. On a scale of one (1) to five (5), with one being the lowest, how would you rate the applicant's ability to:

Learn? _____ Accept responsibility? _____ Follow directions? _____
Take suggestions and criticism? _____ Be flexible? _____ Follow through? _____
Use initiative? _____ Demonstrate ingenuity? _____ Be self-expressive? _____

12. Do you recommend the applicant for the position? _____

13. Do you have any additional comments you would like to make? _____