

JOHNS HOPKINS
UNIVERSITY
HUMAN RESOURCES OFFICE
EMPLOYMENT REFERENCE CHECK

Candidate Name: _____ **Requisition Number:** _____
Date of Reference: _____ **Employer:** _____
Supervisor's Name: _____ **Supervisor Title:** _____
Telephone Number: _____ **Supervisor Email:** _____
Title of Candidate's Job: _____
Dates of Employment (Month/Yr): _____

Reference via Email: _____

If not able to provide telephone reference, please answer the following questions concerning the above mentioned candidate and return by email to sender.

What is your relationship with the candidate?

How long have you supervised/known the candidate?

Why has or is the candidate leaving your organization?

Please describe the primary duties and responsibilities that the candidate performed.

Please describe how the candidate responds to feedback.

Please comment on the candidate's attendance/punctuality.

Please describe the candidate's strengths.

In what areas can the candidate improve?

Please rate the candidate's overall quality of work:

Exceeds Meets Does Not Meet Comments _____

Please rate the candidate's interpersonal skills including ability to interact effectively with coworkers and customers/clients:

Exceeds Meets Does Not Meet Comments

Please rate the candidate's initiative/problem solving skills:

Exceeds Meets Does Not Meet Comments

Please rate the candidate's ability to handle multiple tasks and meet deadlines.

Exceeds Meets Does Not Meet Comments

Please rate candidate's technical skills related to the position:

Exceeds Meets Does Not Meet Comments

Has the candidate been disciplined or discharged?

Would s/he be eligible for rehire?

Does the candidate have supervisory/management responsibility (if applicable)? If so, describe management style.

GENERAL SUMMARY OF JOB IS PROVIDED:

Do you believe the candidate to be a good fit for this position? Why or why not?

Is there anything else you would like to share about the candidate?

Reference checked by: _____

Internal Candidate

External Candidate

Recruiter _____