|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | |
| Applicant Name: |  |  |  | Date: |  |
|  | Last | First | M.I. | | |

|  |  |  |
| --- | --- | --- |
| Position Applied for: | |  |
| Recruiter Name: |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contact Information | | | | | |
| Name of contact: | | | | | |
| Title: |  | | Phone: |  | |
| Company: |  | | | | |
| *Address:* |  | | | |  |
|  | Street Address | | | | Suite # |
|  |  |  | | |  |
|  | City | State | | | ZIP Code |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reference Comments | | | | |
| Was the applicant an employee of your company? | | YES | NO | |
| When? Start Date End Date | | | | |
| What was the applicant’s position on the last day of employment? | | | | |
| Please describe (*insert Candidate Name here)* job responsibilities? | | | | |
| What are (Insert Candidate Name here) strengths? | | | | |
| Weaknesses? | | | | |
| How would you characterize the applicant’s problem-solving skills? | | | | |
| How would you characterize the applicant’s technical skills? | | | | |
| Did the applicant work on multiple projects at once? If so, how did he/she handle it? | | | | |
| Please describe a time when the applicant had a conflict with a co-worker. How did he/she handle it? | | | | |
| How would you evaluate their dependability and adaptability? | | | | |
| What was the applicant’s reason for leaving your employ? | | | | |
| Would you rehire this applicant? | YES | | | NO |
| Is there anything else you would like to add? | | | | |
|  | | | | |
| *Thank you for your time and assistance.* | | | | |