

Dear _____,

_____ is a finalist for a/an _____ position at the University of West Florida and has listed you as a professional reference. Please take a few moments to provide the following information. This information will be used to ensure the university hires the most qualified candidate. If unable to provide some of the requested information, please indicate that you are unable to provide. If there is someone else to which this request should be directed, please advise.

Today's date: _____

Reference provider name and title: _____

Reference provider relationship to candidate (coworker, supervisor, etc.): _____

Employer name, city, & state: _____

Position title(s) held by the candidate: _____

Candidate's date(s) of employment: _____

Was employment full-time or part-time? Full-Time Part-Time

If part-time, what were the average hours worked per week? _____

Candidate's job duties and responsibilities:

Describe the candidate's competency with skills for the job:

Describe the candidate's interpersonal skills:

Would you consider the candidate a team player: Yes No

Please provide an example of when/how the person was/wasn't a team player.

Would you consider the candidate alert and quick to learn: Yes No

Please provide an example of when/how the person was/wasn't alert and quick to learn.

Describe the honesty/integrity/work ethic of the candidate:

Would you consider the candidate dependable: Yes No

Please provide an example of when/how the person was/wasn't dependable.

Describe the candidate's attendance and punctuality:

Describe the candidate's strengths:

Describe the candidate's weaknesses:

What was the candidate's reason for leaving employment?

Would the candidate be eligible for rehire?

Feel free to provide any additional comments related to the candidates work:

Thank you for your time and attention to this request. Please provide your response by:

Day: _____ **Date/Time:** _____

Thank you,
