

Department of General Services – Employment Reference Check

APPLICANT NAME	RPA NUMBER	CLASSIFICATION
SUPERVISOR CONTACTED	PHONE	DEPARTMENT/OFFICE
PREPARED BY		DATE PREPARED

1. How long did you supervise employee?

2. What were the employee’s responsibilities?

3. On a scale of 1-10, 10 being outstanding, rate this employee: (Examples if necessary)

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| <ul style="list-style-type: none"> <li>• ____ Ability to consistently meet deadline</li> <li>• ____ Ability to prioritize work</li> <li>• ____ Analytical skills</li> <li>• ____ Willingness to accept constructive criticism</li> <li>• ____ Ability to exhibit good interpersonal skills</li> <li>• ____ Relationship with peers</li> <li>• ____ Willingness to be flexible and change focus as needed</li> <li>• ____ Ability to interpret and apply reference material independently</li> </ul> | <ul style="list-style-type: none"> <li>• ____ Ability to provide positive customer service</li> <li>• ____ Written and verbal communication skills</li> <li>• ____ Ability to exhibit creative thinking</li> <li>• ____ Ability to show initiative</li> <li>• ____ Level of independence of action</li> <li>• ____ Level of review of his/her work</li> <li>• ____ Attendance</li> <li>• ____ Dependability</li> </ul> |
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4. How would you describe his/her attitude?

5. What would you highlight as this employee’s strength?

6. What would you highlight as an area that needs further development?

7. How would you compare his/her performance to that of others with similar responsibilities?

8. Have you ever done anything corrective to this employee (counseling, corrective action plans, adverse action, etc.)?

9. If you had the opportunity, would you rehire this person? If not, why?