



# Internal Reference Checklist

\*\* All information is confidential \*\*

Name of Applicant: \_\_\_\_\_ Current Position \_\_\_\_\_

This applicant is being considered for a position as a \_\_\_\_\_.

What is your opinion? (5 is high and 1 is low)

- 5    4    3    2    1            Dependable (reliable, good follow through)
- 5    4    3    2    1            Punctual (on time for shifts, meetings)
- 5    4    3    2    1            Responsible (takes initiative to get job done, keeps up on training, keeps supervisor/team members informed)
- 5    4    3    2    1            Gets along with co-workers, supervisors and clients

Please explain any items scored at a 2 or below:

Do you recommend hiring this team member?    Yes    No (if not, why?)  
Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: (please print) \_\_\_\_\_ Daytime phone number: \_\_\_\_\_

**Return in a sealed envelope. If the candidate is being considered for:**

- Caregiver position: Return to the candidate, or the hiring supervisor.
- Office or other position: Return to Human Resources.