

## APPLICANT

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Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Work Experience:

Any Supervisory Experience:

Have you ever been involved in the organization/planning of a meeting/seminar for a group of 20+ people? (Yes/No)

If yes, what sort of arrangements were you responsible for handling?

Have you ever served as a leader/chairman on a project, such as reorganization of files, publication of promotional material for department of company, etc.?

Rate yourself on the following areas using a scale of 1 to 10, with 10 being the highest:

Working Relations with co-workers .....	_____
Oral Communication .....	_____
Written Communication .....	_____
Task Completion/Pride of Workmanship .....	_____

What are your long-range career goals?

Would you be able to work the schedule required? (Yes/No)

### Telephone References

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Name of Applicant: \_\_\_\_\_

Company: \_\_\_\_\_

Person Contacted: \_\_\_\_\_

How long did this person work at your company? \_\_\_\_\_

Dates (month/year) \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Type of Employee:

- 1) What type of position did this person hold at your company?
- 2) What were the basic duties of this person?
- 3) Any supervisory duties?
- 4) What were the person's major strengths and outstanding successes; major weaknesses and significant failures?
  - a) Strengths
  - b) Weaknesses
- 5) Would you say this person has a good work ethic?
- 6) What efforts did you see on ....'s part to improve job knowledge, skills, and abilities?
- 7) In thinking about ... as an employee, in what specific ways did ....contribute to your firm?
- 8) In what areas would you have wanted to see improvement?

**Work Relations with Others:**

- 1) How would you characterize .....’s interaction/relationship with co-workers and supervisors?
- 2) What would subordinates say about this person’s performance?
- 3) How would you describe the person’s success in training, developing and motivating others?

**Absenteeism:**

- 1) Would you say this person is dependable? Yes No
- 2) Were there any problems with tardiness, absenteeism, or unplanned absences?

**Reasons for Leaving:****Rehire:**

- 1) What other information do you have that would help develop a more complete picture of this person?
- 2) Would you rehire this person?\_\_\_\_\_ In not, then why?

*Person taking information:* \_\_\_\_\_ *Date:* \_\_\_\_\_