

KSU Candidate Employer Reference Document

Ca	ndidate Name: Date:	
Position Candidate Is Being Considered For:		
Supervisor Name:		
Supervisor Title:		
Reference Organization:		
Name of KSU Employee Who Conducted this Reference:		
1.	What were the starting and leaving dates of employment?	
2.	Please outline the responsibilities of the candidate in their role with your organization.	
3.	How would you rate the candidate's skills in their role with your organization? (list competencies)	
4.	What attendance record did the candidate maintain?	
5.	How would you rate the candidate's ability to be a team-player?	

6.	what are the candidate's greatest strengths and weaknesses?
7.	What was the attitude of the candidate towards change?
8.	What was the candidate's attitude toward continued learning to develop new skills and competencies?
9.	Would you describe the candidate as task oriented or goal oriented? (obtain examples)
10.	What type of meaningful impact has the candidate made upon your organization?
11.	Overall remarks: