



KSU Candidate Employer Reference Document

Candidate 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?

