Example: Staff Posting Recommendation Form

Applicant Information

First Name	
Last Name	

Reference Information

Name	
Email	
Job Title	
Name of Organization	

Recommendation

Please rate the applicant in the following areas: 5=Outstanding 4=Very Good 3=Satisfactory 2=Needs Improvement 1=Unsatisfactory N/A=Not Applicable

Job performance / Understanding of job duties	
Communication skills	
Technical skills	
Attention to detail	
Ability to be a team member / Interpersonal skills	
Ability to work without supervision	
Time management skills	
Reliability	
Attendance	
Would you rehire the applicant?	
Additional Comments	