



Reference Name / Position: Marcel Schaeffer,
(Title?), Specialty Analytical

Applicant's Position:

Applicant's Dates of Employment:

Reliability/Attendance/Punctuality

Attitude/Ability to get along with others and work as a team.

Communications skills both written and verbal.

How have they performed in pressure environments/situations?

Accuracy/Thoroughness/Attention to detail

Please comment on their organizational skills

Describe their analytical skills and ability to comprehend and apply complex information.

Describe computer skills.

Describe an instance where they had to learn very quickly and how they were able to ramp up.

What are their strengths?

Did you ever provide the individual with feedback on their performance that included areas for improvement or change: If so, how did they accept your feedback?

Why did they leave your employment?

Would you consider them eligible for rehire?