Florida Institute of Technology   **EMPLOYEE REFERENCE SHEET**

Applicant's Name _____ Date _____

Name of Reference _____ Company_____

Relationship with Applicant_____ Date _____

Verification of Education _____ Date _____

Verify:

   The dates of employment: from_____ to_____

   Job title _____

Can you describe the applicant's job responsibilities with you? _____
_____
_____
_____

How would you describe the applicant's ability to get along with people (co-workers, clients, customers)? _____
_____
_____
_____

How would you describe or rate the applicant's technical skills? _____
_____
_____
_____

What would you say are the applicant's professional strengths and weaknesses?_____
_____
_____
_____

Would the applicant be eligible for rehire? Why or why not? _____
_____
_____
_____

Reference conducted by _____

Florida Institute of Technology ▪ Office of Human Resources
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HR-794-1209