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| These are suggested questions. Select questions you wish to use and **ask the same questions of each person** for each candidate. If you wish to ask other questions Human Resources (402-472-3101) can give guidance about what is legally permissible. |

My name is «YOUR NAME» and I work in the «DEPARTMENT» at «INSTITUTION». We are filling a position within our department and would like to verify employment information on «APPLICANT NAME», who was employed by you from «BEGINNING DATE» until «ENDING DATE».

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| 1. | What was the nature of his/her job? |
|  |  |
| 2. | What did you think of his/her work? |
|  |  |
| 3. | What are his/her strong points? |
|  |  |
| 4. | What are his/her weak points? |
|  |  |
| 5. | How did he/she get along with other people? |
|  |  |
| 6. | Would you comment on his/her: |
|  | Attendance: |
|  |  |
|  | Dependability: |
|  |  |
|  | Ability to take on responsibility: |
|  |  |
|  | Ability to follow instructions: |
|  |  |
|  | Degree of supervision needed: |
|  |  |
|  | Overall attitude: |
|  |  |
|  | Quality of work: |
|  |  |
|  | Quantity of work: |
|  |  |
| 7. | Why did he/she leave the position? Would you re-employ? —If no, why not? |
|  |  |
| 8. | Is there anything else you would like to comment on regarding «APPLICANT NAME» employment or job performance? |
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