

MARSHALL UNIVERSITY CAREER SERVICES

Reference Form

Candidate's Name _____

Date _____

Student ID # _____

Please rate the candidate using the following criteria:	Superior	Strong	Average	Fair	Poor	No Opinion
Knowledge/understanding of job duties						
Verbal and written communication skills						
Punctual and dependable in attendance						
Contribution to organization's goals						
Evidence of personal/career growth						
Cooperative attitude toward co-workers and supervisors						
Accuracy and timeliness in carrying out assigned work						
Leadership, maturity, and decision-making skills						
Enthusiasm for work and life						
Overall work performance						

Additional Comments: _____

Name & title of person providing reference: _____ **Phone:** _____

Name of Company/Organization: _____ **City & State:** _____

I have known the candidate as: ☐ an employee ☐ a student ☐ personally **I have known the candidate:** _____
(length of time)