



Non-Instructional Telephone/Email Reference Form

CANDIDATE:

REFERENCE:

Name:	Name:
Date:	Date:
Position:	Position:

This individual has applied for a position with the ONC BOCES and has given your name as a reference. May I take a few minutes of your time to speak with you regarding this person's qualifications, character and abilities?

What is or was your relationship to the applicant?
How long have you known the applicant?
Did you directly supervise this candidate (if applicable)?
What were his/her major responsibilities while under your employment?

ABILITIES	Exceptional	Average	Unacceptable
	5	4	3
	2	1	
Organizational skills			
Motivation, dedication, work ethic			
Quality of work			
Judgement, discretion, professionalism			
Ability to handle criticism			
Ability to maintain confidentiality			
Rapport with supervisors and co-workers			
Punctuality & absenteeism			
Overall Rating			

Significant strengths/weaknesses:
What else can you tell me that will help our decision whether or not to employ?
Given the opportunity, would you re-employ this person without any hesitation?