DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System

EHIRE-113
07/01/2020

Reference Form

To: _____ Date: _____

From: _____ Title: _____

Applicant's Name: _____

The above applicant has applied for the position of: _____

Please assist us in choosing the person best suited for the position by providing information based on your knowledge of the applicant. Complete the form, make any other appropriate comments on the back, and return it to me. Thank you for your help.

1. Was your association with the applicant as: Employer ☐ Teacher ☐ Co-Worker ☐ Other: _____

2. Dates of association: From: _____ To: _____

		Unknown	Outstanding	Above Average	Average	Below Average	Inadequate
3. Technical competence:		☐	☐	☐	☐	☐	☐
4. Ability to meet people:		☐	☐	☐	☐	☐	☐
5. Leadership ability:		☐	☐	☐	☐	☐	☐
6. Cooperativeness:		☐	☐	☐	☐	☐	☐
7. Dependability:		☐	☐	☐	☐	☐	☐
8. Tact and diplomacy:		☐	☐	☐	☐	☐	☐
9. Initiative:		☐	☐	☐	☐	☐	☐
10. Ability to accept criticism:		☐	☐	☐	☐	☐	☐
11. Ability to communicate:	Oral	☐	☐	☐	☐	☐	☐
	Written	☐	☐	☐	☐	☐	☐

12. Are you related to this person by either blood or marriage? Yes ☐ No ☐
If "Yes," state relationship: _____

13. Do you recommend this person for employment by the UA System Division of Agriculture Yes ☐ No ☐
If "No," why? _____

14. Would you hire/rehire this person? Yes ☐ No ☐
If "No," why? _____

15. To your knowledge has this person ever been discharged, demoted, suspended, or resigned after being told his or her conduct or work was not satisfactory? Yes ☐ No ☐

16. Do you have any information that indicates to you that this person is dishonest, not reliable, not trustworthy, or not of good conduct and character? Yes ☐ No ☐

Signature _____ Date _____

Title _____

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