**Reference Check**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. How long have you known \_\_\_\_\_\_\_\_\_\_ and what was your role?
2. How would you rate the following general work habits and characteristics on a scale of excellent, good or fair?

Dependability Excellent Good Fair

Punctuality Excellent Good Fair

Trustworthiness Excellent Good Fair

Integrity Excellent Good Fair

**Comments:**

1. Can you comment on her interpersonal skills and how does she relate with colleagues?
2. Is he/she respectful of others?
3. The position \_\_\_\_\_ has applied for is an \_\_\_\_\_\_\_\_\_\_\_ in the Department of Internal Medicine, supporting a Section Head and other physicians, in addition to coordinating the undergraduate portion for the section. Do you think she would be suited for this position?
4. Do you think she is able to balance work and personal life?
5. Would she work best in partnership, team or by independently, with minimum supervision?
6. Does she take instructions well and follow through when asked to do something?
7. Can you please comment on punctuality and use of sick time?
8. Would you hire him/her again?
9. If so, what type of role would be best suited for \_\_\_\_\_?
10. Is there anything else you that you would like to add that I haven’t asked you?