

**MARICOPA COMMUNITY COLLEGES
Management Reference Form**

Applicant's Name _____

Name and Title of Person Giving Reference: _____

Company/Organization name: _____

Known candidate for _____ (#years or mths) In what capacity? (Supervisor? Coworker?): _____

Approximate dates of employment: _____

Position held: _____

of years candidate served as supervisor: _____ How many people did s/he supervise? _____

Suggested script: The following are some questions that will give us a better understanding of the candidate's abilities and past performance. In answering these questions please be honest and candid just as you would expect if you were doing the hiring."

Please describe the following regarding the candidate:

What is the candidate's overall quality of management/supervision/leadership abilities and style.

What are the candidate's strengths and weaknesses (areas for growth).

Rate the candidate's verbal and written communication skills.

Describe the candidate's interpersonal skills with co-workers, supervisors and staff.

How does the candidate relate to external customers?

Does the candidate treat others fairly and equitably? Explain.

Does the candidate demonstrate appropriate coping skills during stressful/hostile situations?

Describe the candidate's planning and organizational skills.

Describe the candidate's level of commitment and dependability.

How does the candidate facilitate personal and professional development of staff?

How does the candidate demonstrate the ability to use technology or equipment appropriate for the job?

How does the candidate demonstrate the ethical use of company resources?

Given your experience with the candidate, would you rehire her/him? If not, please explain.

Is there any additional information you feel we should have in considering the candidate for employment?

Name and Signature

Date