

Employer Reference Form

(As applicable – only submit one)

Applicant name (please print): _____

Based on your experience with this employee, please evaluate the applicant on the following items using the scale provided. Candidate eligibility is partially based on the scores provided on this form.

	<i>Very Good</i> (top 10 percent) 3 points	<i>Good</i> (top 25 percent) 2 points	<i>Average</i> 1 point	<i>Below Average</i> 0 points
Work Skills				
Organization of work				
Technical skills				
Customer service skills				
Attitude Toward Work				
Attitude toward learning new skills				
Ability to adjust to new situations				
Integrity				
Personal Qualities				
Appearance				
Attendance				
Dependability				

What are the employee's major strengths? _____

What areas need further improvement? _____

Comments: _____

Person completing reference form: _____ Title: _____

Company name: _____ Telephone: _____



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211 Saint Francis Drive • Cape Girardeau, MO 63703 • 573-331-3000 • www.sfmc.net