



CONFIDENTIAL Candidate Reference Form

Applicant's Name: _____ Date Completed: _____
 Prepared by: _____ Relationship to Applicant: _____
 Preparer's Title: _____ Preparer's Employer: _____
 Preparer's Daytime#: _____ **Preparer, please email form to: jfoxlee@iuhealth.org**

How to use the Rating Scale: Check the rating that best applies to this applicant on a scale of 0-3.

	0 Points	1 Point	2 Points	3 Points
CONSISTENCY (Consider volume and accuracy of work regularly produced)	Inconsistent; little output; often of poor quality 0	Generally inconsistent; limited output, occasionally unacceptable 1	Generally consistent; average output of acceptable quality 2	Consistent; above average output of acceptable quality 3
ORGANIZATION (Consider volume arrangement of work area, use of filing systems and references)	Disorganized, often cannot locate materials 0	Occasionally disorganized, cannot locate materials quickly 1	Usually organized; locates most materials quickly 2	Organized; materials easily located by self and others 3
COOPERATION (Consider cooperation with associates and patients)	Uncooperative; unwilling to try new ideas 0	Reluctantly cooperative; hesitates to accept suggestions 1	Generally cooperative; usually willing to try new ideas 2	Exceedingly cooperative; unusually good team member 3
DEPENDABILITY (Consider amount of supervision required and application to work)	Unreliable and inattentive; needs frequent supervision 0	Occasionally unreliable and inattentive; needs routine supervision 1	Generally reliable and attentive; follows instructions independently 2	Reliable and attentive; needs little supervision; is very conscientious 3
PROCEDURAL KNOWLEDGE (Consider ability to understand and retain)	Limited knowledge; must be instructed repeatedly 0	Adequate knowledge; some repeated instructions needed 1	Average knowledge; retains well, occasionally asks questions 2	Knowledgeable; readily understands and retains 3
REACTION TO CRITICISM (Consider immediate and long-term reactions to constructive criticism)	Hostile 0	Indifferent 1	Generally receptive 2	Responsive; uses criticism to improve performance 3
INITIATIVE (Consider originality and resourcefulness)	Lacking; "gets by" 0	Marginal; works routinely; does only enjoyable tasks 1	Average; does obviously related tasks without urging 2	Substantial; above average interest and initiative 3
JUDGEMENT (Consider ability to evaluate situations and make sound decisions)	Poor; often acts without obtaining facts 0	Occasionally questionable; influenced by opinions and feelings 1	Generally reliable; usually makes practical decisions 2	Reliable; considers facts and reaches sound conclusions 3
PUNCTUALITY (Consider frequency of lateness and number of absences)	Often late or absent 0	Occasionally late or absent 1	Seldom late or absent 2	Always punctual 3
PROFESSIONAL DEVELOPMENT (Consider independent attempts to gain career information)	Displays little or no interest in development opportunities 0	Occasionally displays interest in opportunities for development 1	Passively pursues development opportunities offered 2	Actively seeks out and pursues professional opportunities 3

*IU Health reserves the right to contact the preparer to verify reference information.

Total Points: _____