



Name: Smith, John
SSN: xxx-xx-6789
Customer Location: ABC101#00001

Printed Date: 10/03/2018
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Control Code:

Character Reference

Given By: Harold Johnson, Manager
Address:
Phone: (513) 555-1212
Comments: 10/03/2018 - Harold Johnson, Manager at ABC Company, has known the applicant since 1999 and gave a positive reference. Please see the script below.

Known Applicant Since: 1999
Risk Factor:

Question and Response

How long have you known [him/her]?	I have known John since I hired him in 1999.
What is your relationship with [him/her]?	I am John's direct Manager.
What can you tell me about [his/her] reason for changing jobs?	John recently graduated from college and is looking for a job in his field.
If provided the opportunity would you hire [him/her]? Why or why not?	I would love to hire John again. He has been a wonderful employee. We are all sad to see him go.
What can you tell me about [him/her] ability to get along with [his/her] peers and supervisors?	John is very outgoing and personable. He literally gets along well with everyone at my company.
What can you tell me about [his/her] personality?	John is a character. He is very outgoing, personable and was willing to do whatever task was given to him. He even did the tasks no one else wanted to do.
What can you tell me about [his/her] work ethic?	John was always on time for work, and would even stay late whenever he was needed.
How reliable is [he/she]?	John was my most reliable employee. He would always complete tasks on-time and without mistakes.
What are [his/her] strengths?	John's greatest strength is his work ethic. He is constantly trying to be the best at everything he does.
What areas can [he/she] improve?	I honestly can't think of any area that John could improve on. If he's not good at something at first, it doesn't take long for him to master it.
What else can you tell me about [him/her]?	John is an honest and hard working man, and would be a great addition to any company.

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