

Friend Ships Unlimited

1019 North First Avenue * Lake Charles, LA 70601 U.S.A * Tel: (337) 433-5022 * Fax: (337) 433-3433 * E-mail: personnel@friendships.org * www.friendships.org

EMPLOYER'S REFERENCE EVALUATION

As an international, multi-cultural organization, we believe an important aspect in obtaining a winning team is to receive honest evaluations on potential candidates for service with Friend Ships Unlimited. Therefore, we kindly ask that you be as candid as possible with us in order to protect both the applicant and Friend Ships. We will consider your comments confidential.

Accountability, flexibility, and attitude are key attributes for our applicants, so serious consideration will be given to your comments. We would appreciate your feedback as soon as possible.

Thank you in advance for the time and effort you expend on this reference.

Your Name: _____	<input type="checkbox"/> Mr., <input type="checkbox"/> Mrs., <input type="checkbox"/> Miss
Company Name: _____	Please fill out your telephone numbers and <input checked="" type="checkbox"/> check your preferred contact number. <input type="checkbox"/> Work: _____ Ext.: _____ <input type="checkbox"/> Cell: _____
Job Title: _____	
Company Address: _____	
City: _____ State: _____ Zip: _____	
Country: _____	Country Code: _____ E-mail: _____

1. Applicant's name: _____ Employed: from _____ to _____
2. Describe type of work applicant performed. _____

3. On a level of **1-10** (10 being the greatest), how would you rate this person's overall skills? _____
4. In what area did this person exhibit special skills or abilities? _____

5. In what area did this person exhibit weakness? _____

6. How well did this person support your company vision? *Very well* *Acceptable* *Not well*

Note: Check the column for each characteristic that most accurately describes the applicant from your point of view. When answering all other questions, comment openly and thoroughly with as many details and examples as possible. Please use additional paper if needed.

7. WORK ATTRIBUTES	Excellent	Above Average	Average	Questionable	Unknown
a. Task completion					
b. Leadership ability					
c. Communication skills					
d. Teachable/willing to learn					
e. Work habits					
f. Dependability					
g. Team cooperation/contribution					
h. Ability to work without supervision					
i. Respect for authority					
j. Sense of responsibility					
k. Resourcefulness					
l. Honesty/integrity					

8. PHYSICAL	Excellent	Above Average	Average	Questionable	Unknown
a. Health					
b. Energy (<i>stamina</i>)					
c. Appearance (<i>physical</i>)					

Define any outstanding traits or problems. _____

9. EMOTIONAL	Excellent	Above Average	Average	Questionable	Unknown
a. Emotional stability					
b. Temperament					
c. Resistance to depression					
d. Reaction to change/flexibility					

Please check the word or words which would best describe this person's attitude and outlook on life.
 Enthusiastic Moderate Negative Outgoing Solitary Angry Resists change or differing views

10. SOCIAL	Excellent	Above Average	Average	Questionable	Unknown
a. Consideration of others					
b. Conduct with opposite sex					
c. Conduct with same sex					
d. Tact/diplomacy					

Describe any outstanding characteristics or areas of conflict relative to any of the above. _____

Would you rehire applicant? Yes or No

I declare that the contents of this confidential reference form are correct to the best of my knowledge.

Signature: _____ Date: _____

Thank you for taking the time to fill out this reference. Your input is very important to us and greatly appreciated. **Please mail completed form back to:**

Friend Ships Unlimited
 Attn: Personnel Department
 1019 North First Avenue
 Lake Charles, LA 70601 USA