

HUMAN RESOURCES DEPARTMENT  
 THE GRODEN CENTER, INC.  
 610 MANTON AVENUE  
 PROVIDENCE, RI 02909

**Employee Reference**

Applicant	Date
Position Applied For	Program
Name of Referee	Title
Agency	Phone
Relationship to Applicant	Employment Dates
Length of time Referee Has Known Applicant	
Position Applicant Held	
General Responsibilities	
Reason Applicant Left	
Would You Re-employ?	
Applicant's Strengths	
Areas to be Improved	
Please rate the applicant on the following characteristics: (5=Excellent    4=Very Good    3=Average    2=Fair    1=Needs Improving)	
Attendance & Punctuality	5 4 3 2 1
Knowledge of field	5 4 3 2 1
Rapport with clients	5 4 3 2 1
Rapport with families	5 4 3 2 1
Rapport with supervisor	5 4 3 2 1
Rapport with colleagues	5 4 3 2 1
Ability to supervisor	5 4 3 2 1
Cooperation	5 4 3 2 1
Dependability	5 4 3 2 1
Initiative	5 4 3 2 1
Positive attitude	5 4 3 2 1
Communication skills	5 4 3 2 1
Judgement	5 4 3 2 1
Problem solving	5 4 3 2 1
Additional Comments	
Received By	Date