Brief Confidential Report on the Applicant

Name of appli	cant:			
Previous position occupied	on/s			
Period of employment	From	mm/dd/year		
	То	mm/dd/year		
1. How would yo appropriate ratio		pplicant's overall perf	ormance?	Please mark the
Excellent				Poor
5	4	3	2	1
2. How would yo	ou rate the a	pplicant's interperson	al relations	ships?
Excellent				Poor
5	4	3	2	1
		oblem with the applicate of the second of th		
4. What are reas	ons for the a	applicant's leaving yo	ur instituti	on?

5. What else would you like to share about the applicant prior to our hiring her?

Reported by: Name, Position

Date created: mm/dd/year