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| Missouri Department of Transportation **Reference Questionnaire** |

**This is a tool to help screen candidates. It must be used after the interview process when obtaining a reference on an external candidate. It also must be used for internal candidates when the hiring supervisor contacts a previous supervisor to discuss a candidate. See MoDOT’s “Guidelines for Providing References” [add link to document] prior to obtaining references.**

**Applicant’s Name:**

**Position applied for:**

**Your Name and Title:**

**Date questionnaire was completed:**

1. **Confirm dates of employment:**
2. **Main duties and responsibilities:**
3. **How “coachable” do you consider this person, how does he/she handle feedback:**
4. **How does this person handle working under pressure? How well does he/she control his/her emotions?**
5. **How would you evaluate this person’s motivation level? Does he/she take initiative?**
6. **Does this person take ownership of problems/actions/mistakes?**
7. **How would you rate this person’s dependability?**
8. **Describe this person’s ability to get along with others:**
9. **What major strengths does this person have?**
10. **What areas can this person improve upon?**
11. **Why is this person leaving, or why did he/she leave? Would you rehire?**
12. **Did the applicant supervise/manage any employees? If so, what is his/her management style.**
13. **Has this person received any disciplinary actions while employed with you? If so, what was the nature of the offense?**
14. **Is there anything I haven’t asked about that someone considering this person for a job should be aware of?**

**For internal applicants:**

**Has the employee received any disciplinary action of a written warning or higher during the past three years?**

* **Yes**
* **No**

**If yes, please provide information related to the disciplinary action.**