



# APPALACHIAN DISTRICT HEALTH DEPARTMENT

DISTRICT OFFICE: 126 Poplar Grove Connector, Boone, NC 28607  
Telephone 828-264-4995 Fax 828-264-4997

**Public Health: Protecting and improving your health throughout life**



## Job Reference for Management Support

**Applicant's Name**

**Is applying for this job (title)** \_\_\_\_\_

*The person completing this reference is attesting to the applicant's qualifications and ability to do the job applied for as described. Ask the applicant to provide you with the basic job description.*

*As a public agency, we seek to employ persons with high ability and character. We value the information you can provide regarding the applicant's fitness for employment with our agency.*

*Please rate the applicant on the qualities you feel you can judge on the grid below. Indicate your perception of the applicant's readiness to function in an employment setting at this time.*

**5 = Superior; 4= Above Average; 3= Average 2 = Below Average, 1 = Very Poor; 0 = Unknown**

Rate the Applicant		5	4	3	2	1	0
<b>Quality of Work</b>	<i>Careful, conscientious, effective work</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Quantity of Work</b>	<i>Work volume compared to expected standards</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Industry</b>	<i>Concentrates effort to task, competes work, reports in timely fashion, timeliness, promptness, uses work time well</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Technical Ability</b>	<i>Understands job requirements, effectively uses subject matter</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adheres to Policy</b>	<i>Woks within guidelines and follows company rules</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work Relations</b>	<i>Gets along with coworkers, works well with people</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leadership</b>	<i>Initiative, ability to inspires others to act</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dependability</b>	<i>Attendance, faithfulness to duties, personal integrity, responsibility</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Trainability</b>	<i>Follows instructions carefully and thoughtfully, learns new skills easily</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supervision</b>	<i>Responds well to constructive criticism or correction</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adaptability</b>	<i>Responds well to change, willing to learn new things</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication</b>	<i>Effectiveness and fluency in speaking and writing</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mental Alertness And Judgment</b>	<i>Aware of surroundings/situation, makes good decisions</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appearance</b>	<i>Professionalism, cleanliness, dress, poise</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I (Check one box.)</b>	<b>Highly Recommend</b>	<b>Recommend</b>		<b>Do not recommend</b>			
	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>		

1. Dates of employment with you. From \_\_\_\_\_ to \_\_\_\_\_
2. Reason for leaving your agency \_\_\_\_\_
3. Relationship to applicant ☐ Work Supervisor ☐ Teacher ☐ Advisor ☐ Other: \_\_\_\_\_
4. How long have you known applicant? \_\_\_\_\_
5. Would you re-hire this applicant? ☐ Yes ☐ No. If "No", why not? \_\_\_\_\_
6. Do you know any associations, activities or behaviors which tend to show this person is not reliable, trustworthy, honest, and of good conduct? ☐ Yes ☐ No  
If "Yes", please explain \_\_\_\_\_

**Other Comments:**

Recommender's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_

E-mail address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for taking the time to complete this form*

This institution is an equal opportunity provider and employer