



## Reference Survey Form

### To Answer Questions:

Please answer each question throughout the survey by clicking on the appropriate button under the number that best describes the extent to which you feel John Doe uses these skills, **compared to others in the workplace**.

### As you read each item, please keep in mind:

The scale below is on a continuum of 1 - 7, where a "1" indicates that compared to others in the workplace, John Doe **never** uses the skill **under any circumstances**. A "4" indicates that John Doe uses the skill to a moderate or average extent. A "7" indicates that compared to others in the workplace, John Doe uses this skill **at all times** and **under all circumstances**.

If you cannot answer a particular question based on your own personal experience or observation of the Candidate, click the **"Not Observed" (N/O)** button for that question.

### Compared to others in the workplace, to what extent does John Doe

1. Demonstrate dependability (e.g., report consistently, and on time, for work, appointments, and meetings)?

Select Ratings



2. Display an attention to detail, resulting in work with few, if any, errors in their work?

Select Ratings



3. Document methods used to collect and analyze data and other relevant information?

Select Ratings



4. Plan, execute, and manage work in a disciplined and organized way?

Select Ratings



5. Use basic technology as a tool for communication (e.g., email, scheduling appointments)?

Select Ratings



6. Display proficiency with appropriate software applications and technology (e.g., analytical or scientific software; database management software)?

Select Ratings



7. Utilize appropriate software applications and technology to program, write software, set up functions, or analyze data?

Select Ratings



8. Stay up-to-date with new developments in field of research?

Select Ratings



9. Consistently meet or exceed goals and expectations?

Select Ratings



10. Take responsibility for their actions and quality of work without blaming others or making excuses?

Select Ratings



11. Listen carefully to others, taking time to understand and ask appropriate questions without interrupting?

Select Ratings



12. Build strong, positive working relationships with others (manager, coworkers) and maintain them over time?

Select Ratings



13. Cooperate with internal and external customers (e.g., clients) to achieve common goals?

Select Ratings



14. Convey ideas, methods, and research findings in a way that enables all target audiences to understand their importance?

Select Ratings



15. Show diplomacy in dealing with others and effectively resolve any conflicts?

Select Ratings



16. Independently manage own time and show good judgment in prioritizing work to meet deadlines?

Select Ratings



17. Collect data and other information from all relevant sources?

Select Ratings



18. Analyze data and information using appropriate statistical, scientific, or professional methodologies?

Select Ratings



19. Make high-quality decisions and solve problems using sound reasoning and judgment?

Select Ratings



20. Focus resources and energy on activities that will achieve the greatest results?

Select Ratings



21. Readily adjust approach to account for changing conditions, priorities, and variety in the workplace?

Select Ratings



22. Accept feedback without becoming angry or defensive and use it to strengthen future performance?

Select Ratings



23. Persist in the face of obstacles or setbacks?

Select Ratings



24. Approach work activities with confidence and a positive attitude (e.g., respond to requests in a helpful and constructive manner)?

Select Ratings



25. Exhibit maturity and self-control, even in situations involving conflict or stress (e.g., does not threaten or abuse others, either physically or verbally)?

Select Ratings



26. Demonstrate trustworthiness, honesty, and high personal standards in dealings with others?

Select Ratings



27. Treat other people, including those of different backgrounds, beliefs, and gender, with fairness and respect?

Select Ratings



28. Act with ethics and integrity, ensuring that all aspects of work meet or exceed professional standards?

Select Ratings



29. Were you involved in the decision to hire this person at your company?

Select Answer



30. Would you work with this person again in the future?

Select Answer



## COMMENTS

Regardless of how you rated John Doe, please answer the questions below, focusing only on John Doe's work behavior. Your responses to these questions are also **confidential**. No one will be identified in the report as having written the comment.

Starting with the most important, please comment on the top 3 ways that this individual could improve upon their work performance.

Starting with the most important, please comment on the top 3 work-related strengths of this individual.

