

STEP-UP Summer Interns – Reference Interview

Summer Candidate: _____
Reference: _____

Interview
Date: _____

In what capacity do you know / have a relationship with the candidate?	
What specific skills do you believe he/she will bring to this position? (e.g. good writer, good with customer service, comfortable with customer outreach, adept at using/learning computer software)	
What are the candidate's greatest skills / positive attributes?	
What are the candidate's greatest weaknesses / potential concerns?	
Would you describe the candidate as adept at (comfortable with) learning new skills? Trying out new approaches?	
Would you describe the candidate as well organized?	
Would you describe the candidate as someone who is good at taking direction? Willing to listen to and incorporate constructive criticism?	
Does the candidate have an appropriate level of maturity to work independently?	
Is there anything further you'd like to state?	