Employer Name: ____________________________________________________________

Who You Spoke To / Title: ___________________________________________________

Dates of Employment: _______________________________________________________

Applicant’s Title: __________________________ Salary Range: ___________________

Please comment on the following information as it pertained to the applicant:

Attendance Record _________________________________________________________

Dependable? _______________________________________________________________

On–Time for Work? __________________________________________________________

Self–Starter? _________________________________________________________________

Ability to Multi–Task _________________________________________________________

Ability to Meet Important Deadlines ___________________________________________

Level of Supervision Needed _________________________________________________

Reaction to Supervision ______________________________________________________

Reaction to Feedback _________________________________________________________

Ability to Work With Others _________________________________________________

Ability to Learn New Tasks ___________________________________________________

Strengths: __________________________________________________________________

___________________________________________________________________________

____________________________________________________________________________

Weaknesses: __________________________________________________________________

___________________________________________________________________________

____________________________________________________________________________

Any Concerns: __________________________________________________________________

___________________________________________________________________________

____________________________________________________________________________
Reason for Leaving: _______________________________________________________________
________________________________________________________________________________
_________________________________________________________________________

Would you recommend for this position? ____________________________________________
________________________________________________________________________________
________________________________________________________________________________

Would you rehire? ________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Any other information that would be helpful to know? ______________________________
________________________________________________________________________________
________________________________________________________________________________

Source: CT CPASS: You are the Employer: A Guide to Hiring And Managing Personal Assistant Services.
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