WHealth

Hiring managers are responsible for contacting a current internal leader, designated by the employee, to complete an internal reference. The employee may select their current supervisor, manager, or director to be contacted for an internal reference.

In most cases, references should be done via phone. References for internal candidates should be sought only for the final candidate, prior to extending a job offer. Information shared is assumed to be information that has been part of conversations or feedback that has already been provided to the employee.

NOTE: This information is confidential and should not be shared outside of the reference, hiring manager, and Talent Acquisition.

All Fields below are required.

Date:

UW Health Employee Name:

Position Applied For:

Requisition Number:

Name and phone number of Hiring Manager of Position Applied for:

Name and phone number of Supervisor/Manager/or Director providing the reference:

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1. Describe the employee's job performance? Please explain/provide examples of the employee's job performance.

2. How would you describe the employee's ability to role model the Respect for People Commitments as they interact with others at UW Health? Please explain/provide of examples of how the employee demonstrates the Respect for People Commitments.

3. One of the Respect for People commitments is "Be Accountable." Please explain/provide examples of how the employee demonstrates this commitment.

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4. Based on the employee's recent performance, please share their strengths:

5. Based on the employee's recent performance, please share an area for improvement:

6. Are there any concerns with the transfer date that aligns with the hiring policy? <u>https://uconnect.wisc.edu/policies/administrative/uw-health-administrative/human-resources/937.policy</u>

ACTION ITEM - Upon completion, please email this form to the Recruiter AND **Recruitment Specialist.** Please do not save in Oracle. Save the document as Candidate Last Name, Candidate First Name – Position Interviewed For – Date Reference Completed.



Additional Notes: