

Workforce Solutions Quality Referrals Rating

Staff Name

Mark for Satisfactory for Unsatisfactory - for Not Applicable

Date Reviewed	Job Posting Number	Candidate Name	Candidate SSN	General Details		Posting Match Requirements				Occupation					Job Description		Supplemental Information			
				Transportation	Age	Full Time - Part Time	Shift	Supervisory Exp.	Language	Experience	Education	Skills	Certifications	Test	Any Requirements not Listed Elsewhere	Dr. Lic.	Computer Skills	Job Posting Notes	Other	
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Staff Initials

Instructions for use of Workforce Solutions Quality of Referral Rating

- Supervisors must determine how to identify referrals made by particular staff.
- Each month the supervisor must check at least 5 referrals made by each staff member with this performance expectation to determine if resident customers referred on a job posting met all requirements listed on the job posting
- Use this form to note the quality of referrals
- Supervisor's comments or discussion with staff member may be written on the back of the form
- Attach a copy of the job posting and WorkInTexas.com application to the form for each referral reviewed
- Ask the staff member to initial the form when you discuss her sampled work with her/him. The initial does not indicate agreement.
- Complete the information below to determine if the staff member is meeting the Quality of Referral measure.

Each month the supervisor reviews at least 5 referrals to job postings to assure that candidates meet all requirements on the job posting.

Total sample is cumulative from one quarter to the next.

Outstanding = 90% - 100%; Proficient = 80% - 89%; Unacceptable = 79% or lower

Quarter 1 Total quality referrals = __ of __ = __% (note the number of referrals reviewed and the number meeting quality standards. (i.e. 12 of 15 = 80%)

Quarter 2 Total acceptable observations = __ of __

Q1 + Q2 Cumulative total = __ of ___ = __%

Quarter 3 Total acceptable observations = __ of __

Q1+Q2+Q3 Cumulative total = __ of __ = __ %

Quarter 4 Total acceptable observations = __ of __

Q1+Q2+Q3+Q4 Cumulative total = __ of __ = __%