

Workforce Solutions Quality of 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
1																			
2																			
3																			
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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 2 referrals made by each Financial Aid Specialist 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 checked.
- Supervisor's comments or discussion with the 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 Financial Aid Specialist to initial the form to indicate she/he has had the opportunity to see and discuss the sampled work. The initial does not indicate agreement.
- Tally the referrals to determine if the Financial Aid Specialist is meeting the Quality of Referral measure.

Total sample is cumulative from one quarter to the next.

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