

Sample E2—Confidential Potential Nominee Appraisal Compilation Form

(Note: The potential nominee’s name is included only in the cover letter.)

ID # _____

- Please indicate how well and in what context you know the potential nominee. (List relevant comments from references; any recurring concern or comment should be listed.)

- What strengths would she bring to the organization as a member of the Regional Management Team? (List strengths stated by references.)

- It is important that members of the Regional Management Team possess the following attributes/characteristics. Please rate the potential nominee in each area as follows: 0=Unknown, 1=Poor, 2=Below Average, 3=Average, 4=Above Average, 5=Good. (Add the scores given by each reference for each category. Divide the total score for each category by the number of references received. Write the average score for each category.)

- | | |
|--------------------------|---------------------------|
| ___ Appearance | ___ Attitude |
| ___ Communication-Verbal | ___ Communication-Written |
| ___ Confidentiality | ___ Cooperation |
| ___ Copes under pressure | ___ Dependability |
| ___ Flexibility | ___ Integrity |
| ___ Intelligence | ___ Leadership |
| ___ Objectivity | ___ Patience |
| ___ Self-confidence | ___ Self-motivation |
| ___ Sense of humor | ___ Social Skills |
| ___ Timeliness | ___ Vision |
| ___ Vitality | |

- What is the one most important thing that you would like known about this potential member of the Regional Management Team? (List relevant comments and recurring criticisms or compliments.)

- What is the one concern you have about this potential member of the Regional Management Team? (List concerns noted by references.)
