



## REFERENCE FORM

### Reference Completed For:

Title:	
Name:	
E-mail:	
Phone:	
Company:	

### Reference Completed By:

Title:	
Name:	
E-mail:	
Phone:	
Company:	

1. Please describe the nature of your organization's business?
2. Please describe your professional relationship with the candidate.
3. What was their (the candidate) reason for leaving?
4. Please tell me a little more about the key responsibilities of the candidate when they worked for your company.
5. Did the candidate oversee any projects or staff from a senior position? Please elaborate on that.
6. Please tell me about the candidate's most noteworthy achievement during their time at your organization.
7. How would you describe the candidate's relationship with their co-workers and seniors?
8. How would you describe the candidate's workplace productivity, quality control standards, and work ethic?

Secure top talent with Credible

# Hire. Better. Faster.

9. What would you say are the candidate's most significant strengths? 10) What are some of the candidate's weaknesses?

10. What are some of the candidate's weaknesses?

11. What is your overall assessment of the candidate?

12. Would you recommend the candidate be recruited for this position?

Please comment on each of the following:

	1 (Poor)	2	3 (Average)	4	5 (Excellent)	Additional Comments
<b>Attendance</b>						
<b>Dependability &amp; Overall Attitude</b>						
<b>Ability to take on Responsibility</b>						
<b>Potential for advancement</b>						
<b>Degree of Supervision needed</b>						
<b>Attendance</b>						
<b>Attention to detail</b>						
<b>Ability to make decisions</b>						
<b>Leadership/Management ability and style</b>						
<b>Problem solving and strategic thinking</b>						

13. Would you consider rehiring this individual? Please elaborate.

14. Is there something specific about the candidate that we as employers should be aware of?

15. Would you like to make any additional comments?

Secure top talent with Credible

**Hire. Better. Faster.**