



REFERENCE FORM

Candidate Name:

Your Name:

Reference Name:

Date:

Reference Title:

Company:

Dates Employed:

Title(s) Held:

Key: **MUST ASK | ***VERY IMPORTANT | **IMPORTANT**

What Was your professional relationship with the NAME?*

What were primary NAME responsibilities?***

How would you breakdown NAME day/weekly responsibilities by %?***

What were NAME strengths?***

What is one area where NAME could improve?*

How would you describe NAME work habits?*

How was NAME with technology and systems?*

How are NAME as a team player?*

How is NAME attention to detail?*



What was NAME most significant accomplishment? **

How did NAME handle stress and pressure? **

Did NAME need close supervision? *

How would you describe NAME regarding attendance and punctuality? *

How did NAME respond to comments and criticism? **

Do you know why NAME left/is looking? ***

Would you rehire NAME? ***

Would you recommend NAME? ****

Closing Comments/Thoughts/Anything else I can share with the hiring team? ****