

Reference Sheet

Applicant Name _____

Date Called : _____

Reference Name: _____

Reference Company: _____

Reference Position: _____

Dates of Employment: (from) _____ (to) _____

Position Held: _____

Reason for leaving _____

What was the applicant's (name) working relationship with you? Coworker? Supervisor?
(Company name if different than above)

Please describe the type of work for which the candidate was responsible.

How would you assess his/her style when interacting with co workers, subordinates (if applicable) and with superiors?

How would you describe his/her attendance and reliability as it relates to the position he/she had with you.

What were his/her strengths on the job?

What were his/her weaknesses on the job?

When it comes to work tasks and projects, what tools and management style brings the best out of the applicant?

Can you describe a situation where the applicant did not meet a deadline or expectation and how did they handle communicating that to you.

Would you rehire this individual? Why are why not?

Are there any areas of improvement and growth that you feel will help with the applicant's professional or personal development.