

## CANDIDATE REFERENCE

CANDIDATE:		DATE TAKEN
COMPANY:		
REFEREE:		
TITLE:		
CHECK CONDUCTED BY		

WHO DID THE CANDIDATE REPORT TO?
WHAT WAS THEIR WORKING RELATIONSHIP WITH HIM/HER?
POSITION HELD BY THE CANDIDATE?
PERIOD OF EMPLOYMENT (DATES):
DUTIES AND RESPONSIBILITIES:
<p>CANDIDATE OVERALL WORK EXPERIENCE:</p> <ul style="list-style-type: none"> <li>• Competency</li> <li>• Technical skills</li> <li>• Supervision needed</li> </ul>
CANDIDATE'S PRINCIPAL STRENGTHS:
AREAS THAT THE CANDIDATE COULD IMPROVE:
<p>HOW DID THE CANDIDATE INTERACT WITH:</p> <ul style="list-style-type: none"> <li>• Management</li> <li>• Colleagues</li> <li>• Clients</li> </ul>

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HOW OFTEN DID YOU REVIEW THE CANDIDATES WORK?

CANDIDATE'S PERSONALITY/ATTITUDE TO WORK:

- Punctuality
- Reliability
- Presentation
- Enthusiasm
- Initiative
- Problem solving skills
- Leadership potential

HOW DID YOU RECRUIT THEM?

WHAT REFERENCES DID YOU TAKE BEFORE HIRING THEM?

FINAL SALARY PACKAGE/RATE:

REASON FOR LEAVING?

WOULD YOUR COMPANY RE-EMPLOY THE CANDIDATE?

YES/NO

If no, why not?

ADDITIONAL NOTES:

SIGNATURE:

DATE: