

Reference Evaluation Form

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Candidate Name:		Interviewer Name:	
Reference Name:		Company Name:	
Dates of Employment:			
Starting Position:		Starting Salary:	
Ending Position:		Ending Salary:	

What does your company do?	
What is your reporting relationship with the candidate? Did you observe the candidate's work in another capacity?	
What was the candidate's reason for leaving?	
Describe the key responsibilities of the candidate in his/ her most recent position.	
How many reporting staff did the candidate manage, if any?	
Tell me about the candidate's most important contributions to your company.	
Describe the candidate's relationships with co-workers, reporting staff, and supervisors.	
Describe the attitude and outlook the candidate brought to the workplace.	

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Describe the attitude and outlook the candidate brought to the workplace.	
Describe the candidate's productivity, commitment to quality and customer orientation.	
The candidate demonstrated the ability to design innovative solutions and solve problems.	
What are the candidate's most significant strengths?	
What are the candidate's most significant weaknesses?	
What is your overall assessment of the candidate?	
Would you recommend this candidate for this position? Why or why not?	
Would you rehire this individual? Why or why not?	