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| APPLICANT:  | POSITION:  |
| REFERENCE NAME, TITLE & ORG/COMPANY:  | DATE: |
| CONTACTS: EMAIL & TELEPHONE: |
| 1. How long have you known the applicant (Years/months)
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| 1. Did you supervise the applicant
 |
| 1. What position did he/she hold
 |
| 1. Briefly, how would you describe and/or rate the overall quality of his/her work
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| 5. Were there any performance issues? If yes, please describe |
| 6. What are the three strengths you would mention about him/her |
| 7. Are there any areas where the applicant requires further development |
| 8. How well did he/she meet deadlines |
| 9. Were there ever any cases raised against the individual (including disputes, abuse, harassment, etc.) and were there any disciplinary actions taken against the individual  |
| 10. Would you be willing to rehire this employee? [ ]  YES [ ]  NO If no, what are the reasons? |