Reference Questionnaire

# Reference Information

|  |  |
| --- | --- |
| **Full Name** | Your Name |
| **Title** | Your Title |
| **Phone Number** | Your Phone Number |
| **Email Address** | Your Email Address |
| **Relationship to Candidate** | Your Relationship to the Candidate |
| **Today’s Date** | Today’s Date |

# **Candidate Information**

|  |  |
| --- | --- |
| **Candidate Full Name** | Candidate’s Name |
| **Company Name*****(where you worked with the Candidate)*** | Company Name |

|  |  |
| --- | --- |
| When did s/he work for/with you? | Response |
| Why did s/he leave your company? | Response |
| What were his/her responsibilities? | Response |
| What are his/her strengths? | Response |
| Was there any Client/Customer and/or End User contact? How would you describe their communication skills? | Response |
| Can you discuss a time when s/he may have exceeded expectations or gone the extra mile? | Response |
| **Can you tell us about a time when he/she did not fully meet the company’s needs?** | Response |
| What would you recommend that s/he do to improve himself? | Response |
| Would you be inclined to give him/her greater freedom, or closer supervision? | Response |
| How did s/he get along with supervisors/peers/subordinates? | Response |
| Was there incidence of violent conduct, insubordination, or dishonesty? | Response |
| Does s/he function well as a member of a team? | Response |
| Did s/he have punctuality or attendance issues? | Response | Comments |
| How many days was he/she absent in the last year of employment? | Response |
| Would you recommend the applicant for rehire? | Response | Comments |

## On a scale of 1 to 5, with 5 being the highest…

How would you rate the Candidate’s:

|  |  |  |
| --- | --- | --- |
| Productivity? | Rating | Comments |
| Initiative? | Rating | Comments |
| Commitment to company/task? | Rating | Comments |
| Organizational skills? | Rating | Comments |
| Analytical/Design skills? | Rating | Comments |
| Coding (languages)? | Rating | Comments |
| Documentation? | Rating | Comments |

## ***Managerial***

|  |  |
| --- | --- |
| How many employees did s/he supervise? | Response |
| How effectively? | Response |
| Did s/he have hire/fire responsibility? | Response |
| Did s/he conduct performance appraisals? | Response |
| How would you characterize his/her management style? | Response |

## ***Other***

Is there anything else that may be useful to us in evaluating this Candidate for employment?

Response