ABC RECRUITING COMPANY

REFERENCE

Candidate's Name:

Reference Contact Information

Name:
Company:
Title:
Phone Number:
Complete Email Address:

How did you come to know this Candidate?

Describe this person's strengths.

Describe any weaknesses this candidate may have.

What was this candidate's job description?

How would you describe this person's management style?

How would you describe this person's creativity?

How would you describe this person's communication skills?

Describe this person's sense of responsibility.

Describe their emotional consistency. Have you seen them lose their cool?

How would you describe this person's professional image? (Include dress & appearance as well as the image they project on behalf of the company.)

Do you know why this candidate resigned, was terminated, or is looking at other opportunities?

Would you hire or rehire this person if you had an opportunity their skill set matched?

May we tell our client that they can contact you with additional questions?

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Please provide any additional comments that were not covered that will assist us with this candidate's job search.

How do you go about filling your vacancies? May I send you information about our services.