

EMPLOYER REFERENCE FORM



This is a reference for
Seeking this position:

1. State your name, relationship to the candidate, and note how long you have known this person.
2. What position did the employee hold and what were the dates of employment?
3. Describe the duties the employee performed in this position.
4. How would you describe this person's overall performance?
5. Share ten descriptive words to describe the character of this person.
6. How well did this person get along with co-workers (i.e. teamwork) and perform assignments?

7. How well did this person follow directions and follow through on assignments?

8. Comment on this person's ability make decisions and work independently.

9. What would you say are this employee's greatest strengths and areas for improvement?

10. Please add any further comments you wish about this person.