

**Candidate Information**

Candidate Name: _____
Position Applied For: _____
Date of Reference Check: _____

Reference Information

Reference Name: _____
Current Title: _____
Company/Organization: _____
Relationship to Candidate: _____
How long have you known/worked with the candidate? _____

Section 1: Candidate Performance & Work Style

Attribute	Rating (1–5 or N/A)	Comments
Communication Skills		
Dependability / Reliability		
Initiative / Motivation		
Teamwork / Collaboration		
Ability to Handle Feedback		
Problem Solving / Critical Thinking		
Professionalism / Attitude		
Adaptability / Flexibility		
Leadership (if applicable)		

Section 2: General Feedback

1. What are the candidate's key strengths?
2. What areas (if any) could they improve upon?
3. How would you describe their overall work style or personality?
4. Have you observed any challenges or performance concerns?
5. Would you work with or hire this person again? Why or why not?
6. Is there anything else we should know before making a hiring decision?