

Job Candidate Reference

Recruiter: Greg

Referrer's Name: Greg Angelillo

Referrer's Title: Director of Sales and Marketing

Referrer's Telephone: 888-555-1212

Referrer's Email: greg@jtlservices.com

Where Did Referrer Work With Candidate: XYZ Company, Inc.

Candidate's Name: John Smith

Referrer's Relationship To The Candidate? His Immediate Supervisor

Candidate's Previous/Current Job Title? Project Manager

Candidate's Previous/Current Job Responsibilities?

Here is where your reference would list information pertaining to your previous job duties.

Of Those Responsibilities, What Were The Candidate's Strengths?

Strengths listed here.

Of Those Responsibilities, What Were The Candidate's Weaknesses?

Weaknesses listed here.

How Did The Candidate Get Along With Others?

Got along very well with others. A team player.

Candidates Ratings (1-5 Scale, With 1 Being The Best)

Referrer rated the candidate on the following items:

Work Ethic? 1

Work Focus? 1

Work Initiative? 2

Work Dependability? 2

Work Reliability? 2

Work Enthusiasm? 2

Overall Rate The Job Candidate? 2

Referrer's Reasoning For Why They Provided The *Overall* Rating Above?

Brief description from reference here about rating selection

Would Referrer Recommend The Candidate For Future Employment? Yes

Other Information Regarding The Candidate That Referrer Wished To Share?

Brief closing statements if any would go here.