



Professional/Personal Reference Form

You will need to contact a minimum of three references for each candidate and provide the completed forms to the Department Business Manager.

Reference name: _____ Reference phone #: _____

Company: _____ Title: _____

Date of contact w/reference: _____ Years they have known or worked w/candidate: _____

Relationship to candidate:

Co-Worker

Supervisor

Other: _____

Overall, how would you rate the candidate's performance?

Above Average

Average

Below Average

What are the candidate's strong points?

What are the candidate's weak points?

Does the candidate follow through with assigned tasks?

Is there anything you would like to add regarding the candidate's work or job performance?