



# Bainbridge College

## Request for Reference

Candidate:
Position applied:
Employer:
Address/Phone #:
Employee Title:
Last Salary:
Employment dates:
Reason for leaving:
Information provided by: _____ Title: _____

*Caller stating the following to the Employer regarding the candidate:*

Mr., Mrs., Ms. \_\_\_\_\_ has applied for a position with us. Would you please verify the following information:

In what capacity did you work with the candidate? Co-worker, supervisor, subordinate, etc. \_\_\_\_\_

1. Describe the person's overall work performance by indicating -- <i>Poor, Good, Excellent</i>		
Customer Service Orientation	Interpersonal Skills	Technical Skills
Productivity	Dependability	Initiative
Management Skills (if apply)	Teamwork	Attendance
2. Major responsibilities: What was the nature of his/her duties?		
3. Did he/she have any supervisory responsibilities? Please describe:		
4. What are this person's strengths?		
5. What are this person's weaknesses or areas for growth?		
6. Would you rehire this employee? Yes      No      If no, why not?		
7. Did the employee resign voluntarily with appropriate notice or were they terminated involuntarily?		
8. On a scale of 1-10, how would you evaluate the quality (quantity) of his/her work?		
1	2	3
4	5	6
7	8	9
10		

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

1st attempt \_\_\_\_\_  
 2nd attempt \_\_\_\_\_  
 3rd attempt \_\_\_\_\_