



Applicant name:

Date:

Position applying for:

Name of Reference:

Title:

Company:

Contact no:

1. What position did the applicant hold in your company?
2. How long have you worked with the applicant?
3. Please describe the quality of his/her work.
4. What do you consider to be the applicant's key strengths?
5. What would you consider to be his/her areas for improvement?
6. Overall, how would you rate his/her work performance from 1-5, 1 is poor and 5 excellent?
7. Is there anything else you would like to add about this applicant?