

Past Employer Reference Assessment Sheet

Candidate Information

Candidate Name:

Position Applied For:

Reference Contact Name:

Company/Organization:

Relationship to Candidate:

Contact Number/Email:

Employment Period:

From _____ to _____

Position Held:

Assessment

Criteria	Excellent	Good	Average	Poor
Work Performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance & Punctuality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reliability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Strengths & Achievements:

Areas for Improvement:

Reason for Leaving:

Eligible for Rehire?

Yes No

Additional Comments:

Reference Signature

Date
Assessor's Signature

Date