

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 _____ 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