Professional Reference Verification Template

Candidate Information

Full Name

Position Held

Department

Employment Dates

e.g. Jan 2020 â€" Dec 2023

Reference & Verifier Information

Reference Name

Title / Relationship

Contact Information

Email / Phone

Date Verified

Verification Details

1. Please confirm the candidate's job title and main responsibilities:

2. How would you describe the candidateâ€™s overall job performance?

3. What are the candidateâ€™s key strengths?

4. What areas could the candidate improve on?

5. Were there any concerns regarding attendance, punctuality, or reliability?

6. Reason for leaving the company:

7. Would you rehire this individual? Please elaborate.

8. Additional comments or insights: