

Workplace Performance Reference Assessment Template

Candidate Details

Candidate Name	
Position Applied For	
Reference Provided By	
Relationship to Candidate	
Reference Contact Details	
Date Reference Provided	

Performance Assessment

1. Please describe the candidate's main responsibilities in their role:

2. How would you rate the candidate's overall job performance?

3. What are the candidate's key strengths?

4. What areas could the candidate improve upon?

5. Please comment on the candidate's:

- Reliability / Punctuality
- Ability to work with others / Teamwork
- Communication skills
- Problem-solving ability
- Attitude and work ethic

Additional Comments

Any other relevant comments or observations?

Reference Confirmation

Name	
Signature	
Date	