

## Candidate Reference Summary Sheet

Candidate Name

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Position Applied

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Date of Reference Check

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Reference Checked By

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Reference Name

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Relationship to Candidate

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Company/Organization

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Contact Information

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How long and in what capacity have you known the candidate?

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Please comment on the candidate's job performance, strengths, and areas for improvement:

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Reason for candidate leaving (if known):

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Would you rehire the candidate?

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Additional Comments: