**Reference for:**

**Potential Role/Level:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Relationship to candidate:**  |  |
| **Length of time worked together:**  |  |
| **What were *candidate’s* major job duties?** |  |
| **Thinking back to *candidate’s* most recent performance review:**  |  |
| **What did *candidate* exceed expectations on?** |  |
| **What were some of *candidate* area for development?**  |  |
| **What was *candidate* reason for leaving?**  |  |
| **What advice do you have for someone managing *candidate*?**  |  |
| **What was *candidate* relationship with their colleagues (both on direct team and cross functionally)?**  |  |
| **Would you work with *candidate* (or hire *candidate*) again?**  |  |
| **Anything else you think I should know that we have not touched upon yet?**  |  |