

Date: _____

Reference: _____ Title: _____

Candidate: _____

[Background on office and position]

[Listed as a job reference]

In what capacity did you know the applicant?

What were her job responsibilities in your office?

What were here approximate dates of employment?

Quality and timeliness of work?

Her ability to interact and work successfully with clients and colleagues?

Ability to work independently and respect confidentiality?

Would you recommend for a sensitive position requiring good judgment?

[Would you rehire?]

Anything else that you would add?