



A business colleague is seeking a position with our organization and requires a letter of reference from you.

Please complete the following questionnaire and email or fax it to:

Stephanie Campbell, Director – stephanie@covenantchildcare.net

FAX: 828-575-5277

Date: _____ Applicant's Name: _____

Name of Person Completing Form: _____

Mailing Address: _____

City/State/Zip: _____

Name of Company Affiliation: _____

When did the applicant work for your company? Could you confirm starting and ending employment dates?

Why did the applicant leave the company? _____

What was her/his starting and ending salary? _____

What was her/his position? _____

Can you describe the job responsibilities? _____

Did the applicant miss a lot of work? _____ Was s/he frequently late? _____



Were there any issues you are aware of that impacted her/his job performance?

Did s/he get along well with management and co-workers?

Was s/he promoted while with your company? _____

Did (name) supervise other employees? If so, how effectively? _____

If I spoke to those employees, how do you think they would describe (name's) management style?

How did s/he handle:

Conflict? _____

Pressure _____

Stress _____



Did you evaluate their performance? _____

Can you speak to his/her strong and weak points? What was noted as needing improvement during this performance review? _____

What was (name's) biggest accomplishment while working for your company? _____

Would you rehire (name) if the opportunity arose? _____

Can you describe this person's experience working as a member of a team? _____



Is there anything I haven't asked that you would like to share with me?
