Date: Click or tap to enter a date.

Before you begin your interview:

* Speak with the candidate’s immediate supervisor and compare responses to the impression formed during the interview.
* Include questions regarding skills, quality of work, performance, attendance, strengths and challenges, salary, and reason for leaving.
* Conduct background checks and education/license verification.

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| Please note: Your response to this reference request is protected under the guidelines of the Freedom of Information and Protection of Privacy Act (FIPPA). This reference will be treated in the strictest confidence and used for recruitment purposes only. It will not be shared with the applicant. |

|  |  |
| --- | --- |
| **Applicant information** | **Referee information** |
| Name:  Position applying for: | Name:  Organization:  Title/Designation: |

|  |  |
| --- | --- |
| **Nature & length of relationship** | |
| How long have you worked with the applicant? | Click or tap here to enter text. |
| Where did you work with the applicant? | Click or tap here to enter text. |
| Who reported to whom? | Click or tap here to enter text. |

|  |  |
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| **Strengths** | |
| How would you describe the applicants key strengths? | Click or tap here to enter text. |
| Can you give specific examples? | Click or tap here to enter text. |

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| --- | --- |
| **Areas for improvement** | |
| Are there any skills the applicant could improve upon in order to be successful in this role? | Click or tap here to enter text. |

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| **Significant accomplishments** | |
| Can you describe some significant accomplishments that the applicant has completed? | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Leadership style** | |
| How would you describe the applicant’s work ethic? | Click or tap here to enter text. |
| How would you describe the applicant’s working style? | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Work performance** | |
| Can you describe the applicant’s interactions with staff members in the workplace. | Click or tap here to enter text. |
| How well does the applicant work independently? | Click or tap here to enter text. |
| Comment on the applicant’s response to stress encountered in the workplace. | Click or tap here to enter text. |
| All things considered, would you recommend the applicant? | Yes  / No |