

Employment Reference Form Template

Employee Information:

- Name: _____
- Position: _____
- Date of Employment: _____
- Department: _____
- Supervisor's Name: _____

Reference Contact Information:

- Full Name: _____
- Company Name: _____
- Relationship: _____
- Contact (Phone/Email): _____

Work Experience:

- Did the employee meet deadlines? __Yes __No
- How would you rate the quality of their work? __Excellent __Good __Fair __Poor
- Please describe their teamwork and leadership qualities:

Skills & Competence: (Provide a brief assessment of the employee's skills)

1. _____
2. _____

Final Recommendation: Would you recommend this employee? __Yes __No