

SAMPLE PROFESSIONAL REFERENCE VERIFICATION

Professional Reference

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Candidate: COOPER, JONATHAN **Attn:** HR Dept. **Date:** 01/06/05
Organization: YOUR COMPANY NAME
Report: Order ID: 119693 Ref # 229879
Billing Code: **Designation by Dept., Position, etc.**

SS: 548-60-3388
Date Completed: 01/06/2005

Employer: XYZ Company
Contact: John Q Supervisor

Reference Name: **John Q. Supervisor**

Organization: **XYZ Company**

Title or Relationship to Candidate: **District Manager**

Dates of Employment: **5/99 - 6/01 ***

Last Salary/Wage: **\$35,000 + bonus**

Position Title: **Assistant Manager***

Reason for Leaving: **Mutual agreement**

Rehirable: **No**

Candidate's Work Habits (reliability, quality/quantity of work, etc.): **The Candidate worked hard, and was dependable. He was not well organized.**

Candidate's Integrity and Trustworthiness: **There was never a question about the Candidate's integrity.**

Candidate's Interpersonal Skills Including Communications with Supervisors/Peers: **The Candidate was a good communicator with his subordinates, but needed work with his peers and supervisors.**

Area(s) for Further Improvement: **Organizational skills, communications with peers and supervisors.**

Other Comments: ***Dates and position differ from those provided by the Candidate. The Respondent said the Candidate worked hard, but did not work "smart". This has to do with his lack of organizational skills.**