

Feedback from references

Thank you for taking the time to complete this form and to give your opinion on me as a professional. Please skip any questions you feel that you are unable to answer. Thanks!

What would you say are my strengths in regard to skills and knowledge?

What would you say are my strengths in terms of personal attributes?

What would you say are my main areas for improvement?

Can you give an example of a situation that I handled well?

Can you give an example of a situation that I could have handled better?

How do you feel that I work in collaboration with other people?

To get a good picture of my performance during our time working together, I would appreciate it if you could complete the scorecard below. It is important to me that you answer sincerely.

1 = should be improved | 2 = could be improved | 3 = nothing to remark | 4 = good | 5 = very good

Attribute	1	2	3	4	5
Engagement					
Efficiency					
Following up on work tasks					
Endurance					
Communication: verbal					
Communication: written					
Ability to work with others					
Ability to work independently					
Respect for others					
Loyalty					
Punctuality					
Flexibility					
Ability to learn/take on new tasks					
Initiative					
Ability to work under time pressure					
Accuracy					
Tempo					
Ability to organise work					
Juggle multiple tasks at once					
Sense for numbers					
Analytical ability					
Ability to see the big picture					
Leadership qualities					
Decision making					
Delegation					

How did you find working together with me?

Is there anything you would like to add?

If you were to choose work for me, what would you choose?

Date:

Name:

Relationship: