

Virtual Assistant Reference Check Form

Reference Information

Reference Name

Reference Email

Reference Phone Number

Relationship to Candidate

Candidate Information

Candidate Name

Reference Questions

How long have you known/worked with the candidate?

In what capacity did the candidate work for you?

How would you rate their organizational and communication skills?

How reliable and trustworthy is the candidate?

What, in your opinion, are the candidate's greatest strengths?

Are there any areas where you feel the candidate could improve?

Would you rehire or work with this candidate again? Why or why not?

Is there anything else we should know about the candidate?