**USAWE Licensed Official Reference Form**

Please email this form to: LOevaluations@usawe.org. Include “Application Reference-*last* *name of applicant*” in the subject line.

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| **Your name** |  |
| **Email** |  |
| **Phone** |  |
| **Candidate name** |  |
| **Position applied for** |  |
| **Date** |  |

1. How long have you known this candidate?

2. In what capacity did you work with this candidate?

3. What was it like to work with this candidate? (e.g., job knowledge, professionalism, communication skills, willingness to work with others, timeliness, etc.)

4. What are the candidate’s greatest strengths? Weaknesses?

5. How did this candidate handle challenges?

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