

EMPLOYMENT REFERENCE FORM

I _____ (printed name), am seeking employment with Ross Professional Services, LLC (RPS) and have given you permission to complete this form as an employment reference. Please complete the information below and *send to RPS via fax at: (202) 726-2806 OR email at: info@rpservices.net* Your cooperation in completing this form is sincerely appreciated.

Name/Title of Reference: _____ Email: _____

Company Name: _____ Tel: _____

Address, City, State, Zip: _____

Applicant's Signature

Date

TO BE COMPLETED BY REFERENCE (not employee). Before beginning this evaluation, carefully review the criteria to be considered for each rating category given below. Mark your answers by placing an "X" in the appropriate columns. If a criteria has not been observed, mark your answer by placing an "N/A" in the appropriate column. Please provide comments for any criteria rated under the "Poor" category.

CRITERIA:

RATINGS:

	EXCELLENT	GOOD	FAIR	POOR
PUNCTUALITY				
PRODUCTIVITY				
KNOWLEDGE OF TASK				
INITIATIVE				
ADAPTABILITY				
DEPENDABILITY				
COMMUNICATION SKILLS				
TEAMWORK				
INTERPERSONAL SKILLS				
OTHER				

Any Other Comments?

Would you hire/re-hire this employee?: *(please circle) yes or no* If no, please comment below:

NOTE: Please send this form and direct all questions or concerns to:

ROSS PROFESSIONAL SERVICES, LLC
"Quality Staffing, Consulting and Pre-Employment Services"
6230 3rd Street, NW, Suite 6, Washington, DC 20011
Tel: (202) 726-2809; Fax: (202) 726-2806; Email: info@rpservices.net