## Recommenders File Candidate's name: \_\_\_\_\_\_\_\_\_\_\_ Recommender's name: \_\_\_\_\_\_\_\_\_\_ Phone number: \_\_\_\_\_\_\_\_\_\_\_ Applied for: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ Interviewer's name: \_\_\_\_\_\_\_\_\_\_\_

**Pointers to check and verify with the recommender:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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The recommender's role (HR / direct manager / CEO / other) and relation to the candidate:   
  
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 **Recommended questions to ask the recommender:**  
What can you tell me about the candidate? Please describe his/her position when s/he worked for your company (professionally wise):

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How easy will it be for the candidate to gain new skills or learn how to operate in a new field – is s/he more independent and self-learning or with a tendency to ask questions and guidance?

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Please elaborate on his/her interpersonal skills – how socially involved the candidate was? Was s/he social at all?

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What was the candidate's main hardship when s/he got the job? How easy the integration was for the candidate with the job and the company?

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Would you recruit the candidate again?

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Is there anything you believe is important for us to know, if we'll decide to hire the candidate?

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