

*Appendix 8: Potential Reference Worksheet*

Name/Title:

Business Address:

Business Phone/Fax:

Home Address/Phone:

Relationship:

Length of Acquaintance:

What will this person say about my strengths:

1)

2)

3)

My accomplishments:

1)

2)

3)

My personal traits/interpersonal skills:

1)

2)

3)

My weakness/shortcomings:

1)

2)

3)

My reason for leaving/changing jobs:

Me, in general:

Is there anything this person has agreed NOT to say about me?

How I would rate this potential reference:

excellent   good   fair   poor