 **Contractor Reference**

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| --- |
| Company Name |
|  |
| What is your relationship to the above company? |
|  |
| Have they ever cancelled a contract? Yes/No |
| Have you ever terminated a contract with them for any reason? Yes/No |
| If yes please give details: |
| What dates/how long did they work for you?  |
|  |
| What role/service did they provide? (please include number and level of staff if applicable) |
|  |
| Did you find them to be honest and reliable?  |
|  |
| Were they well presented and prepared for the role, with suitable experience? |
|  |
| Were they polite and good natured when dealing with support requests? |
|  |
| How did they manage difficult/challenging situations?  |
|  |
| How were they for communication when dealing with complicated service desk items?  |
|  |
| Did you have any concerns whilst they were working for you? |
|  |
| Is there anything else you would like to add in support of the company? |
|  |

Signed

Name

Job Title

Date