

# Worksheet for Answering the Weakness Question when Serving as a Reference

organize your thoughts ♦ practice your phrasing  
*before you take the call*

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1. Identify a few things that were weaknesses for the candidate.
2. For which of these weaknesses did the candidate demonstrate improvement & significant professional growth?
3. Describe the candidate's current performance in this area.
4. What was the skill set the candidate cultivated in this learning process?
5. How did the candidate receive the feedback you provided?
6. Summary of key points & phrasing for call: