

**URGENT: Reference Request for [Candidate Name]**

Date: [Current Date]

To: [Reference Name]

Title: [Reference Title]

Facility: [Reference Facility/Organization]

Dear [Reference Name],

[Candidate Name] is currently being considered for an expedited healthcare placement as a [Job Title] with [Staffing Agency Name]. Given the urgent nature of this staffing requirement, we are requesting a brief professional reference regarding their clinical skills and work ethic.

Please confirm the following details:

- Dates of employment/affiliation: [Start Date] to [End Date]
- Candidate's primary role and responsibilities: [Details]
- Your professional relationship to the candidate: [e.g., Supervisor]

On a scale of 1 to 5 (5 being excellent), please rate the candidate on:

- Clinical Competency: [ ]
- Reliability and Punctuality: [ ]
- Interpersonal/Communication Skills: [ ]
- Ability to work under pressure: [ ]

Would you rehire this individual? [Yes / No]

Additional Comments (Optional):

[Insert Comments]

As this is a priority placement, please return this form via email to [Email Address] or via fax at [Fax Number] as soon as possible. Alternatively, if you prefer a 2-minute phone call, please let us know the best time to reach you.

Thank you for your immediate assistance in ensuring quality patient care.

Sincerely,

[Your Name]

[Your Title]

[Staffing Agency Name]

[Phone Number]