

## REFERENCE

Name of Candidate		Status of candidate	
Name of Referee		Designation	
Organization		Date	

How long have you known this person?	
What was he/she employed as?	
Years of service	
What were his/her main responsibilities?	
What do you think about the quality of his/her work?	
What are his/her strengths?	
What are his/her weaknesses?	

Please grade some of this person's capabilities to handle different situations and personal qualities. On a scale 1-5, 3 stands for "normal", 1 for "weakness" and 5 for "strength":

As a Manager	①	②	③	④	⑤	Decision making/ Determination	①	②	③	④	⑤
Delegation	①	②	③	④	⑤	Orderliness	①	②	③	④	⑤
Calculation of figures	①	②	③	④	⑤	Handling stress	①	②	③	④	⑤
Analytical	①	②	③	④	⑤	Interest in details	①	②	③	④	⑤
Efficient	①	②	③	④	⑤	Quick/Rapid	①	②	③	④	⑤
Easy-learner	①	②	③	④	⑤	Mood/Temper	①	②	③	④	⑤
Cooperative	①	②	③	④	⑤	Flexible	①	②	③	④	⑤
Way to handle a lot of things at the same time							①	②	③	④	⑤
Capability to work independently							①	②	③	④	⑤
Capability to take initiatives							①	②	③	④	⑤

Brief on the above qualities?	
Do you have any comments/complaints on his/her Absence/honesty/on schedule time to work/Abuse	
Comments on his/her competency and control over his work.	
Reasons for his/her quitting the job	
Would you re-employ him/her	
What kind of position/job do you think would be suitable for him/her.	
Based on your information, would you recommend/recommend with reservation?	
Other comments	
Name	Signature