



PeaceWin
शान्तिदीप

References Check Document Human Resource Department

Applicant Name:

Position:

Referee information

Full name: Mr/Mrs.

Job title / Position:

Relationship with the candidate:

Organization:

E-mail:

Mobile number:

Address:

Date:

A. Work performance / assessment: Please use the 'Levels of Performance' for each of the 'Performance indicators' to determine work performance by marking in the appropriate box					
Performance indicators	Excellent	Good	Satisfactory	Poor	Unable to comment
Application to work					
Quality of work					
Productivity					
Teamwork					
Reliability					
Creativity					
Ability to lead others					
Ability to persuade others					
Written communication ability					
Oral communication ability					
Ability to manage one's work load					
Ability to meet deadlines					
Motivation					
Overall Assessment					

B. Subjective Questions:

1. What were his/her major responsibilities?
2. How was his/her performance?
3. What were his/her strengths?
4. What were areas where s/he needed to develop?
5. What was his/her reason for leaving?
6. Can you share with us what impressed you most when you worked with him/her?
7. Any pending or current disciplinary proceeding against the candidate (if known):

C. Written Comments:

D. Overall recommendations:

Please tick one of the following:

I strongly recommend this applicant

I recommend the applicant

I do not recommend the applicant

I am unable to comment Signature

Thank you for completing this form.

Please send the completed form via email to: peacewin.calls@gmail.com
PeaceWin may contact you, if it needs further information.