

Streamlined Employment Reference - Comprehensive

Individual's Details

Family/Surname

Citizen

Given Name(s)

John

Employment Details

INFORMATION PROVIDED BY THE INDIVIDUAL

The answers below have been provided by the candidate and the referee has confirmed/not-confirmed this information.

Name of organisation candidate employed by

Abc Organisation

Confirmed

Candidate's position when they worked with the referee

Builder

Confirmed

Referee's position when they worked with the candidate

Site Manager

Confirmed

CANDIDATE INFORMATION

What was your relationship to the candidate? (eg, direct manager)

How long did you work with the candidate? (ie, mm/yyyy - mm/yyyy)

Please describe the candidates top four responsibilities/duties whilst working with you



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Does the candidate still work with you? If No, what was their reason for leaving?

Yes

Hypothetically, would you re-employ this candidate? If you select No, please explain why.

Yes

TECHNICAL SKILLS

How would you describe the candidate's overall work performance?

Did the candidate have the appropriate technical skills to perform their role effectively?

Describe the candidate's level of IT skills.

INTERPERSONAL AND COMMUNICATION SKILLS

How would you describe the candidate's interpersonal skills? (ie, Excellent, Above Average, Average, Below Average, Very Poor)

Excellent

How would you describe the candidate's verbal communication skills?

Excellent

How would you describe the candidate's written communication skills?

Above Average

How would you describe the candidate's ability to work within a team?

Excellent



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PERSONAL ATTRIBUTES

Have you ever had cause to question the candidate's honesty or integrity? If yes, please explain.

Can you describe the candidate's influencing skills with internal and external stakeholders? Please provide an example to support this comment.

How do you feel the candidate dealt with stress and working under pressure? Please provide an example of a situation where this has occurred and describe the outcome.

Please comment on the candidate's adherence to deadlines and deliverables/productivity. Please provide an example of a successfully delivered project or assignment.

Did the candidate demonstrate the ability to make decisions? Please provide an example to support this comment.

How did the candidate respond to challenges? Please provide an example.

How would you describe the candidate's general attitude and flexibility? Please provide an example.

Were there any issues/conflict relating to this candidate's performance? If so, please describe.

KEY STRENGTHS

What would you consider to be the candidate's greatest strengths/assets?

MANAGEMENT

What would be the best way to manage this candidate to ensure the highest level of productivity?



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AREAS FOR DEVELOPMENT

Would you consider there to be any areas for development? If so, please describe.

Are there any other comments you would like to make?

Provider's Details

Name Sam Smith	Position Site Manager
Organisation Abc Organisation	Date 17 July 2018

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