**CONFIDENTIAL REFERENCE CHECK**

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| 1. | Name of Candidate | ${applicant} |
| 2. | Applied Position | ${position\_name} |
| 3. | Name of referee: | ${referee} |
| 4. | Date of reference |  |
| 5. | Current referee’s position |  |
| 6. | Current referee’s organization |  |
| 7. | Referee’s position when s/he met the candidate |  |
| 8. | Referee’s organization when s/he met the candidate |  |
| 9. | Candidate’s position when s/he met the referee |  |
| 10. | Dates you have known candidate |  |
| 11. | Working relationship to candidate | Supervisor  Other (please specify) |
| 12. | Rate his/her level of performance with your organization | excellent  very good  good  fair  poor  Comments: |
| 13. | Personal strengths: |  |
| 14. | Areas which need improvement/development |  |
| 15. | Mode of separation from your organization: | resignation  termination  dismissal  post abolishment (lay-off)  Other (please specify): |
| 16. | Do you believe s/he upholds the principles of non-discrimination and gender equality? | yes  no  Comments: |
| 17. | How well did s/he get along with colleagues, managers and clients with respect to resolving interpersonal conflicts in the workplace and working with a diverse workforce? |  |
| 18. | Describe his ability to prioritize work and how is s/he in handling tight deadlines, problem-solving and competing priorities |  |
| 19. | How independently does s/he work and what is his/her ability to handle multiple tasks simultaneously? |  |
| 20. | What style of supervision have you found to be most effective and how well does s/he receive feedback? |  |
| 21. | How effectively does s/he manage relationships with government officials and other partners? |  |
| 22. | Describe her/his ability to conceptualize, plan and execute ideas, as well as impart knowledge and teach skills? |  |
| 23. | Are you aware of any transgressions of your PSEA policy, Code of Conduct or Prevention from human trafficking policy by him/her? | yes  no  Comments: |
| 24. | Temperament | excellent  very good  good  fair  poor  Comments: |
| 25. | Analytical skills | excellent  very good  good  fair  poor  Comments: |
| 26. | Negotiation skills | excellent  very good  good  fair  poor  Comments: |
| 27. | Confidentiality | excellent  very good  good  fair  poor  Comments: |
| 28. | Dependability | excellent  very good  good  fair  poor  Comments: |
| 29. | Integrity | excellent  very good  good  fair  poor  Comments: |
| 30. | Leadership | excellent  very good  good  fair  poor  Comments: |
| 31. | Commitment | excellent  very good  good  fair  poor  Comments: |
| 32. | Drive for results | excellent  very good  good  fair  poor  Comments: |
| 33. | Self-awareness and self-regulation | excellent  very good  good  fair  poor  Comments: |
| 34. | Embracing diversity | excellent  very good  good  fair  poor  Comments: |
| 35. | Teamwork | excellent  very good  good  fair  poor  Comments: |
| 36. | Would you re-hire this candidate again if given the opportunity? | yes  no  Comments: |
| 37. | Is there anything else that you would like to add or believe that we should know about this candidate? | yes  no  Comments: |
| 38. | Would you consider candidate for a ${position\_name}  position? | yes  no  Comments: |

Thank you very much for your contribution. Rest assured all the information you have provided will remain confidential.