

# REFERENCE CHECK FORM

CONFIDENTIAL

Dear Madam, Sir,

ACTED is an international NGO established in 1993 and operating in nearly 40 countries all over the world.

We have engaged a recruitment process with [Ihsene Ghazouani] for a position of [REACH Data Officer] based in [Tunis]. She has mentioned you among her professional references. Could you please give us the following details about him/her.

This document will of course be treated in a strictly confidential manner.

- General information**

Position held in your organisation/enterprise	Data Science /Analysis Instructor
Employment dates	26/11/2022 - 27/11/2023

- Performance and employment history**

How do you know the applicant?	we work in the same company
Are you related to the application or involved in personal relationship with him/her?	she is a great coworker .
What was your hierarchical relationship with him/her?	we have the same hierarchy , I work in a dual capacity as both an instructor and a developer in the same company as her .
For how long were you collaborating?	for a year
What were his/her main responsibilities?	primary responsibilities included leading a group of individuals, guiding them in the exploration of data and data analysis. Ihsen played a key role in facilitating learning experiences, assisting individuals in acquiring skills related to effective data search and analysis.
How would you judge his/her overall performance for the period you were working together?	During our collaboration, I observed her overall performance to be consistently excellent, displaying a commendable commitment to tasks and contributing significantly to project success.
Why did the applicant leave your organisation/enterprise?	The applicant left our organization as it seemed she was driven by a continuous pursuit of new challenges and

	opportunities for professional growth
According to you what are the strengths of the applicant?	Ihsene's strengths lie in her exceptional analytical skills. She demonstrates resilience and a growth mindset, acknowledging and learning from mistakes to continuously improve her performance
According to you, what are the weaknesses and potential improvement points that the applicant has?	Ihsen sometimes tends to be overly self-critical, but she is actively working on finding a balance in maintaining efficiency while striving for excellence.
Would you be willing to hire again the applicant?	Yes, I would be willing to hire the applicant ,While it's sad to see her go, I wish her all the best in her future endeavors. I have great confidence in her skills and qualities, and I look forward to the possibility of working together on future projects.

• **Respect of the code of conduct and internal policies of the organisation/company:**

Do you have any concerns about the candidate in terms of fraud and corruption?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Does not wish to answer
If yes, are you aware of any misconduct related to fraud and corruption involving him/her?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Does not wish to answer
Do you have any concerns about the candidate in relation to children or vulnerable adults?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Does not wish to answer
If yes, are you aware of any misconduct related to children or vulnerable adult involving him/her?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Does not wish to answer
Do you have any concerns about the candidate regarding sexual exploitation, abuse, or harassment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Does not wish to answer
If yes, are you aware of any misconduct related to sexual exploitation, abuse or harassment involving him/her?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Does not wish to answer
Do you have any concerns about the candidate's compliance with the code of conduct or internal policies of your organisation/company?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Does not wish to answer
If yes, are you aware of any breaches of the code of	<input type="checkbox"/> Yes

conduct or internal policies or other facts that affect the respect or dignity of the person(s) concerned?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Does not wish to answer
If possible, thank you for specifying the year and nature of the breach.	there are no specific breaches to mention because nothing has occurred
Do you wish to mention anything else?	ihsen demonstrated a keen understanding of hierarchies. she navigates meetings and public speaking with poise, fostering a positive and respectful work environment.

Thank you for taking the time to fill in this reference check!

Last & First name:	ben salah Meriam
Position	Full stack js instructor
Date	27/11/2023
Signature	ben salah meriam