**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**

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

* **Performance and employment history**

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| 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 hiarchie , 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? | □ Yes  v No  □ Does not wish to answer |
| If yes, are you aware of any misconduct related to fraud and corruption involving him/her? | □ Yes  □ No  □ Does not wish to answer |
| Do you have any concerns about the candidate in relation to children or vulnerable adults? | □ Yes  □ No  □ Does not wish to answer |
| If yes, are you aware of any misconduct related to children or vulnerable adult involving him/her? | □ Yes  □ No  □ Does not wish to answer |
| Do you have any concerns about the candidate regarding sexual exploitation, abuse, or harassment? | □ Yes  □ No  □ Does not wish to answer |
| If yes, are you aware of any misconduct related to sexual exploitation, abuse or harassment involving him/her? | □ Yes  □ No  □ 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? | □ Yes  □ No  □ Does not wish to answer |
| If yes, are you aware of any breaches of the code of conduct or internal policies or other facts that affect the respect or dignity of the person(s) concerned? | □ Yes  □ No  □ 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!

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