

## DSR-Project 2 (Background Reference Check)

As discussed in project 2 we will be generating background reference check so from you example test runs of CHATGPT we have designed the prompt where the prompt take job description as input and generates background reference check's based on the job description. It also analyses the job description and find's out the domain of the job description based on which it generates the background reference check. We have used job description provided by you to test the output following are the results:

Based on the job description provided, the following background reference checks should be conducted:

1. **Employment Verification:** Verify the candidate's previous work experience, including job titles, dates of employment, and responsibilities, to ensure they have the necessary experience for the financial controller role.
2. **Education Verification:** Verify the candidate's educational qualifications, such as a degree in finance or accounting, to ensure they have the required knowledge and skills for the role.
3. **Financial Analysis Skills:** Assess the candidate's proficiency in financial analysis by reviewing their past experience and projects related to financial analysis, as mentioned in the job description.
4. **Budgeting and Forecasting Skills:** Evaluate the candidate's ability to plan and forecast monthly cash flow and prepare annual budgets by reviewing their previous experience in these areas.
5. **Reporting Skills:** Assess the candidate's ability to prepare and present reports to the company board by reviewing their past experience in reporting and communication skills.
6. **Communication Skills:** Evaluate the candidate's communication skills, both verbal and written, by conducting interviews and assessing their ability to effectively communicate financial information.
7. **Professional References:** Contact the two professional references provided by the candidate to gather feedback on their performance, work ethic, and ability to work in a team.
8. **Residency and Location Verification:** Verify that the candidate is a resident or citizen of New Zealand or Australia and currently living in New Zealand, as stated in the job description.
9. **Transportation:** Confirm that the candidate has their own transport, as mentioned in the job description.

It is important to note that the specific background reference checks may vary depending on the company's policies and requirements.

*Figure 1Background Reference Check*