***Dear Respondent,***

Abacus Consulting is committed to acquiring the right talent to deliver excellence to our People, Clients and Firm. In this regard, we are currently in the process of selection for a vacant role. **Farjad Ahmed** is one of the candidates under consideration for this position. S/he has named you as a reference and has extended permission to contact you. We would appreciate if you could provide your input on the following question. All information provided will remain strictly confidential.

Applicant Information

|  |
| --- |
| Applicant Name:  Employment period in your organization (dates):  Reason for Leaving: 🞏 Resignation 🞏 Termination 🞏 Contract Expiry  How long have you known the applicant : |

**A. How would you rate the applicant’s performance in the following areas?**

**1** = Outstanding **2** = Very Good **3** = Good **4** = Needs Improvement  **5** = Unsatisfactory

|  |  |  |  |
| --- | --- | --- | --- |
| Responds to supervision | **1 2 3 4 5** | Efficiency and productivity | **1 2 3 4 5** |
| Attitude | **1 2 3 4 5** | Discipline | **1 2 3 4 5** |
| Honesty and Integrity | **1 2 3 4 5** | Relationship with peers | **1 2 3 4 5** |
| Quality of work | **1 2 3 4 5** | Takes Initiative | **1 2 3 4 5** |
| Managerial Skills | **1 2 3 4 5** | Responsiveness to urgent Requirements | **1 2 3 4 5** |

**B. How would you describe the overall performance of the individual? Please explain.**

**C. In your opinion, what are the candidate’s key strengths?**

1.

2.

3.

**D. In your opinion, highlight the candidate’s key area of improvement.**

1.

2.

3.

Professional Conduct

|  |  |  |  |
| --- | --- | --- | --- |
| **E. Has the person been involved in any misconduct, violence or any conduct threatening the health or safety of people at the organization?** | | | |
| 🞏 | No | 🞏 | Yes  If Yes, please explain: |

Referee Information

|  |  |  |  |
| --- | --- | --- | --- |
| **F. Has the person been involved in any corruption or unethical behavior?** | | | |
| 🞏 | No | 🞏 | Yes  If Yes, please explain: |
| **G. If given the opportunity, would you rehire the individual?** | | | |
| 🞏 | No | 🞏 | Yes 🞏 Not Applicable  If Yes, please explain: |

Full Name: Designation:

Current Organization: Contact No:

Relationship to Applicant: 🞏 Supervisor 🞏 Peer 🞏 HR Other

**Thank you for your time!**

For Office Use Only

|  |  |
| --- | --- |
|  | **Mr. Momin Khushnood** |
| **Designation** | Manager Talent Acquisition |
| **Signature** |  |
| **Date** |  |