**Connectus内部招聘背景调查**

候选人：

申请职位：

**背调至少最近两段公司（如少于两段经历可根据实际情况调整），背调信息必须由曾经所在公司人力资源部以及直接上级提供。**

**背调公司：**

**以下由人力资源部提供：**

工作时间：

工作职务：

汇报对象：

直接下属：

离职原因：

**以下由直接上级提供：**

背调联系人职位：

背调联系人姓名：

联系电话：

1：How many years have you known the candidate? Relationship with the candidate?你跟候选人的关系，你们认识多少年了？

2：What’s the reason of the candidate leaving the company? 候选人离职原因？什么时候离职的？

3：Please give a brief description of candidate’s main responsibility请简单描述下候选人的工作职责.

4：Comments on the candidate’s performance? How were his/ her results compared with others doing the same type of work?评价候选人的表现，和她的同事相比，她做的怎么样？

5：Communication with colleagues in the same dept. & in different dept.跟同事之间的沟通和相处怎么样？

6：Has any staff under the candidate’s supervision? What’s his/ her leadership style?他/她手下有带任何人吗？她的领导风格是怎样的？

7：Ability/ Reaction when facing challenge/ difficulties: (the way of dealing with it)能力/反应/面对困难是如何挑战的？

8：How do you describe the candidate’s personality, strengths and weakness?候选人的优点和缺点？

9：Would you re-employ the candidate if you had a suitable opening? Why or why not?还会选择和候选人合作吗？

10：Suggestions to his/ her future boss?任何建议给她未来的老板吗？

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背调人/日期

Reference Checker/Date