**APPLICANT REFERENCE FORM**

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| Name of Candidate | Leung Shiu Hong Tommy | Name of Reference |  |
| Phone | 94247782 | Email | cs\_lsh@hotmail.com |
| Address | Rm 706 | | |
| Company | Buzz-IT | Title | System Architect |
| Association with Candidate |  | | |
| Years worked with Candidate |  | Name of Company |  |

**Description of Job Responsibilities**:

Please describe the work **name** performed, focusing on his/her technical/professional skills.

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Did **name** work on any special projects? How did he/she interact with other departments?

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**Evaluation of Technical Skills:**

How would you compare **name**’s work to the work of others who performed the same role?

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**Computer Skills:**

Which software packages did **name** use and what is the extent of his/her knowledge?

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**Interpersonal Skills:**

How did **name** interact with his/her peers, staff, or supervisors?

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**Strengths:**

What are his/her greatest strengths?

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**Weaknesses:**

From a career path perspective, what areas do you think **name** needs additional exposure to or further development?

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**Project Orientation:**

Based on **name**‘s performance with your company, do you think he/she is well suited for project work and/or would be successful in the type of position we’re considering him/her for? What types of projects would he/she excel in?

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**Other:**

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| Reason for leaving | Personal reason |
| Would you work with this person again? |  |
| Are they eligible for rehire? |  |
| Did you ever see **name** display any inappropriate workplace behavior? |  |

**Core Competency Ratings**

**Outstanding Good Average Below Average**

Overall Performance:

Commitment:

Decision Making/Problem Solving:

Flexibility/Versatility:

Teamwork/Relationship Management:

Initiative/Self Sufficiency:

Project Management:

Leadership/Energizing others:

Communication Skills: