



Reference Check

Applicant	: Rezi Apriliansyah	Date	: 04 Desember 2020
Position applied for	: Back End Engineer	Phone	: +62 898-1073-502
Referee's details	: (Full Name)	Title	: (Title Position)
Reference check conducted by : Devita Nugraheni			

Introduction	
We're Human Capital at PT WHIM Management Indonesia. We're email to conduct a reference check for the name above. Your details have been provided to me by him/her and we hope you kindly help us to prepared to provide a reference.	
Please note that this reference will be used in the overall evaluation of the applicant and will affect whether they are selected for the job. The information you provide may be given to the candidate if requested, Do I have your permission to proceed?	Yes No
General questions	
What is the nature of your relationship with the applicant?	
In what capacity is/was the applicant employed by your business?	
What were the dates of their employment?	From: To:
What duties and responsibilities does/did the applicant have?	
What the applicant's reason for leaving?	
General performance questions	
How would you describe the applicant's overall work performance?	
What would you say are the applicant's strengths?	
What would you say are the applicant's development areas (eg. weaknesses)?	



Have you had any concerns with their performance? If yes, please explain when these issues were identified? When were they discussed with the individual? What work are they doing to improve and what progress has been made?	
Can you comment on the applicant's: <ul style="list-style-type: none">- reliability- punctuality- attendance- professionalism- <insert other factors where relevant>	
In closing	
Would you re-employ the applicant? Why/why not?	
Do you have any final comments?	

Thank you for taking the time to provide feedback. If you wish to provide any further information, you can contact us at human.capital@whim.sg.

I hereby certify that the information given above is true.

(sign)

(Full Name)
Referee