

Employment Reference Check



Name of Person for which reference is provided: M. UMAR Butt

Name of Referee: Shahzad Wahid

Designation of Referee: Prog. Asst.

Date of Reference: 22-7-2024

Signature of Referee: [Signature]

Tick the mentioned rating for the recommended person:

| Professional/personal qualities | Out- Standing | Above Satisfactory | Satisfactory | Not Satisfactory | Unknown |
|------------------------------------|------------------|-----------------------|--------------|---------------------|---------|
| Quality of work | | ✓ | | | |
| Ability to work with others | ✓ | | | | |
| Flexibility/adaptability to change | ✓ | | | | |
| Punctuality | ✓ | | | | |
| Communication-oral/written | | ✓ | | | |
| Attitude | ✓ | | | | |
| Judgment | ✓ | | | | |
| Initiative/Leadership | | ✓ | | | |
| Achievements | | ✓ | | | |
| Overall Performance | ✓ | | | | |

Tick the mentioned rating for employee conduct

| | | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 1 | How do you know the candidate? | Supervisor <input type="checkbox"/> Other <input checked="" type="checkbox"/> (specify): <u>Senior</u> |
| 2 | What was the applicant position in your organization? | <u>Logistic Assistant</u> |
| 3 | Was there any harassment or unprofessional misconduct conduct (Sexual exploitation, sexual abuse or sexual harassment) complaint lodged against the employees by the public or any other employees during the period of employment | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 4 | If the answer to question no 3 is positive, please explain the nature and outcome | Sexual Exploitation <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> |
| 5 | Was the person engaged in any professional misconduct that ,may pose a risk to the safety of children and vulnerable groups/ adults | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 6 | If the answer to question no 5 is positive, please explain the nature and outcome | Sexual Exploitation <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> |
| 7 | Has any disciplinary action or investigation been taken against the person | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 8 | If given the opportunity, would you rehire this candidate? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 9 | Would you recommend the candidate for the position | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |