GAJJU KHAN MEDICAL COLLEGE /BACHA KHAN MEDICALCOMPLEX
MEDICAL TEACHING INSITITUTION ,SWABI

SECTION-I

(Candidate Information)

(Kindly fill the below reference check form, where not applicable please write N/A. We assure that all the information provided will be kept strictly confidential)

Name: _____ F/Name: _____

CNIC: _____ Position Consider for: _____

Department/Unit: _____Grade: _____

Reporting Authority: _____

SECTION-II

(Candidate Previous Job Information)

Name: _____ F/Name: _____

Designation: _____Department: _____

SECTION-III (Referee Information)

Name: _____ Designation: _____

Department/Organization: _____

Relationship to Applicant: _____

SECTION-IV (Question/Answer)

1. What was your relationship with the applicant?

_____

2. Did you directly supervise her/him?

If yes, what was the duration?

_____

3. What was the applicant's title?

_____

4. How well did the applicant relate to others on the job?

_____

5. In what areas did the applicant need improvement?

_____

SECTION-V (Rating)

Please rate him/her on a scale of
1=poor, 2=average, 3=good, 4= Very good and 5=exceptional
on each of these traits, and elaborate on each rating.

S.#	TRAIT AREA	SCORE	REMARKS
1	Professional Knowledge		
2	Practical Experience		
3	Ability to work under pressure		
4	Ability to take responsibility		
5	Management/Analytical skills		
6	Decision making ability		
7	Attendance/Punctuality		
8	Communication skills		
9	Quality of work		
10	Overall Performance		
Total Score (50)			

Professional Strengths

_____

Areas Needs Improvement

_____

OTHER COMMENTS (If Any)

_____

Thank You for your time and consideration.

SECTION-VI (Human Resource Department)

Post Recruitment Section Focal Person:	**Manager HR**
Name: _____	**Name:** _____
Signature:_____	**Signature:**_____
Date:_____	**Date:**_____