



**GAJJU KHAN MEDICAL COLLEGE /BACHA KHAN MEDICAL COMPLEX
MEDICAL TEACHING INSTITUTION
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)

REFEREE (1):

Name: _____ Designation: _____

Department/Organization: _____

Relationship to Applicant: _____

REFEREE (2):

Name: _____ Designation: _____

Department/Organization: _____

Relationship to Applicant: _____

REFEREE (3):

Name: _____ Designation: _____

Department/Organization: _____



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Relationship to Applicant: _____

SECTION-IV (Question/Answer)

1. What was your relationship with the applicant?

2. Did you directly supervise her/him?

3. What was the applicant's title?

4. Dates of employment? From To

5. Salary? Initial Last Drawn

6. What were the applicant's major job duties?

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

8. How would you evaluate the applicant's work quality and quantity (productivity)?

9. What were some of the applicant's strengths?

10. In what areas did the applicant need improvement?

11. How would you evaluate the applicant's work habits such as attendance, punctuality, dependability, and observance of work rules?

12. What was the applicant's reason for leaving?

13. Would you rehire the applicant?



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14. Section to probe further about specific job-related experience and skills, knowledge and abilities
15. such as: communication, supervision, financial, analytical, contract and grants administration, customer service, etc.

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



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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: _____