

EMPLOYMENT REFERENCE CHECK FORM

	YES	NO
Would this individual be eligible for rehire at your organization?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Would you work with this person again in the future?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please answer the following questions, focusing only on the candidate’s work behavior

Please describe the type of work for which the candidate was responsible.

At Richfill Multi-Services Enterprises, Olabisi managed our customer base and clientele. She handled our corporate communication, planning of meetings and social media management. She was also involved in the design and production of visual media such as flyers, business cards, video presentations, animations as well as editing. She also assisted in the creation of websites and website content for clients’ businesses.

How would you describe the applicant’s relationship with co-workers, subordinates (if applicable) and superiors?

Olabisi had a good relationship with me, her co-workers, and with our clients and customers. She easily built rapport, she was openminded, friendly and empathetic. She actively listened to others, showed respect and courtesy, and was always willing to take feedback and criticisms. Olabisi was team-spirited in her dispositions; and worked collaboratively with others.

What were the candidate’s strengths on the job?

As her direct supervisor, I feel Olabisi’s strengths were in four areas: administrative skills, creative contributions, flexibility and technological competence, communication and teamwork. I was personally impressed by Olabisi’s administrative and organizational skills. She effectively oversaw planning and scheduling, document preparation, as well as corporate communication. Also, she was creative in content creation and problem solving. Her ability to produce captivating and result-oriented deliverables was important in augmenting our brand image and meeting our business objectives. She worked on spontaneous projects and still delivered on time without compromising quality. Additionally, Olabisi displayed remarkable technological competency and flexibility despite the dynamic nature of our services. She was able to quickly become accustomed to new software and tools. Olabisi was also a productive team player who showed a strong dedication to meeting our organizational objectives. She has good communication skills and paid attention to details. She expressed her ideas in a clear and concise manner. This was very helpful in our public relations with clients and maintaining cooperation within. These qualities made her contributions valuable to the success of our endeavors.

What are some areas that the candidate could improve upon their work performance?

Though she can multitask, she needs to know when she is reaching her limit and slow down. I feel this is understandable and important for more effectiveness and efficiency.

What is your overall assessment of the candidate?

We had a good time working with Olabisi. She was a valuable co-worker, and we would be glad to have her back if she is willing. Beyond an assessment of her professional skills, Olabisi is well-mannered, honest, and courteous. She brings enthusiasm, wit, tenacity, and diverse ideas to a challenge. Olabisi also demonstrated dynamism and flexibility with her ability to multitask and take up multiple roles. I believe she has the character traits, work ethics, determination, and abilities to succeed in her proposed endeavor in your establishment.