

**Request of
Reference Check**

**United Nations Development
Programme**



This is kept strictly confidential for use by the Office of Human Resources only and will not be divulged to candidates concerned.

Name:

Position applied for:

Required field of experience:

(please insert requirement as per position)

1. Please briefly describe the nature of your supervisory responsibility/professional relationship with this applicant:

2. What were his/her dates of employment with you?

3. Is this candidate, in your opinion, technically qualified to operate in the capacity for the position outlined above?

4. How would you describe his/her...

a. Ability to develop and motivate his/her staff, peers, and colleagues?

b. Honesty and integrity?

c. Willingness to accept responsibility and contribute to the greater life of the office?

d. Respect for a diverse working environment?

e. Ability to write reports and documents clearly and concisely?

5. Would you re-hire (or work with) him/her? If not, why?

6. What, in your experience, were the candidate's strongest attributes and where could he/she improve?

7. Would you have any concerns to see this candidate serving abroad as a representative of an international organization?

8. Please use this space to provide us with any other relevant data of a professional or personal nature on the applicant that you consider to be relevant.

Signature of Referee
Name and Designation/Organisation

Date