## Full time Business Development Manager

**CANDIDATE REFERENCE FORM**

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| **REFERENCE FOR:**  |
| Applicant’s Name |  |
| Position applied for  | **Business Development Manager** |
| Please state how long you have known the applicant |  |
| Please state in what capacity you know the applicant and, if the applicant was employed/managed by you, for how long you employed/managed the applicant**Where applicable:**Please indicate if you are acting as referee as an **employer** or as a **representative** of the employer. |  |

(*Please tick the statements which best describe the candidate*.)

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| **Confidence in dealing with people** | Calm, confident, welcoming, self-assured. Does the right thing | Usually calm. Asks for help if uncertain  | Flaps under pressure | No experience of dealing with the public |
| **Enthusiasm, drive, energy** | Works very hard and shows great energy and drive | Works well  | Levels fluctuate | Needs regular support and encouragement |
| **Ability to establish relationships with different individuals**  | Outstanding  | Good  | Needs support | Poor - even with support |
| **Ability to establish relationships with different groups or organisations**  | Outstanding  | Good  | Needs support | Poor - even with support |
| **Ability to solve complex problems** | Outstanding  | Good  | Needs support | Poor - even with support |
| **Telephone manner**  | Warm, welcoming, well spoken, professional | A good telephone manner  | Lacks confidence. Can be abrupt | No experience of using the telephone in a professional context |
| **Administration skills**  | Outstanding office professional | Operates software and office systems and equipment efficiently  | Works well under direction and supervision | Limited, low level of ICT and office skills |
| **Appearance** | Smart, office dress. Is always professional | Appropriate dress at all times  | Can sometimes dress inappropriately  | Scruffy. Takes little care with appearance |
| **Organisation** | First class organiser, attends to fine detail | Sound organiser, has a good idea of aims and objectives | Acceptable but can be a little disorganised  | Needs support and further training |
| **Initiative/Reliability** | Can always be relied on to execute duties and to “fill gaps” | Carries out agreed tasks  | Follows instructions  | Needs regular support and encouragement |
| **Attendance record\*** | Rarely absent  | Good attendance | Average attendance | Has had attendance problems |
| \*No of days absent in the last 2 years =  |  |
| **Relationships with colleagues** | Respected and liked by all  | Respected and liked within own circle | Prefers to work alone | Somewhat isolated amongst colleagues |
| **Co-operation** | Always willing to help out others  | Works well in a team | Reluctant team member | Prefers to work independently |
| **Responsibility** | Always eager to accept responsibility related to their abilities | Accepts responsibility, but does not always realise implications  | Does not usually enjoy taking responsibility | Avoids taking responsibility |
| **Character & Personality** | Outstanding role model  | Mature and reliable, steady  | Variable | Not wholly satisfactory |
| **Attitudes in relation to equality, diversity and inclusion (EDI)** | Always positive in relation to EDI | Usually positive in relation to EDI | Lacks some sensitivities in relation to EDI. | Insensitive and doesn’t show desire to accept EDI |
| **Suitability for the post** | Highly recommended for the post | Worthy of serious consideration  | Suitability difficult to judge | Unsuitable at this time in his/her career |
| **Has the applicant been subject to any safeguarding concerns? If yes please provide details**  |  |  | **Has or is the applicant the subject of any disciplinary procedures? If yes please provide details**  |  |  |
| **Do you consider the applicant to be suitable to work with vulnerable people?** |  |  |  |  |
| **Does this candidate currently have the right to work in the UK?** |  |  | Has or is the applicant subject to any formal attendance monitoring **if yes please provide details.** |  |  |

Further Comments: (Please continue overleaf if you need to) –

I confirm that the information provided is accurate

Signature of Referee Name Role:

Date: