## 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: