

# Reference Expert

## Employers reference detailed report



<b>CANDIDATE:</b>	<b>JAYNE BRIGHT</b>
<b>REPORT GENERATED:</b>	<b>01/04/2013</b>
<b>WORKING RELATIONSHIP:</b>	<b>SENIOR MANAGER</b>
<b>REFERENCE PROVIDED BY:</b>	<b>ALAN FIELD, GWT GROUP</b>
<b>SENSITIVITY:</b>	<b>Private &amp; Confidential</b>



# Employee record

In the questionnaire Alan was asked the following questions about Jayne's employment record:

<b>Alan's working relationship to Jayne:</b>	<b>Senior Manager</b>
<b>How well Alan knew Jayne:</b>	<b>Extremely Well</b>
<b>How long Alan worked with Jayne:</b>	<b>3 – 4 Years</b>
<b>Tenure at GWT Group:</b>	<b>01/01/2010 – 30/09/2011</b>
<b>Current/ final salary:</b>	<b>£25,000</b>
<b>Why Jayne resigned from this role:</b>	<b>To further her career</b>



# Reference profile

<b>Fit to New Role:</b>	<b>Very close fit</b> (Based on the job description provided).
<b>Capability:</b>	<b>Sometimes exceeded performance requirements</b> (Jayne's performance over the last 12 months).
<b>Potential:</b>	<b>Not sure</b> (Jayne's potential to progress within GWT Group).
<b>Motivation:</b>	<b>As motivated as most people</b> (Jayne's drive/motivation in work).
<b>Attitude:</b>	<b>Always Positive</b> (Jayne's attitude to work requests).
<b>Cooperation:</b>	<b>Interacted well with colleagues</b> (Jayne's ability to interact with colleagues).
<b>Absenteeism:</b>	<b>More than 10 days</b> Likelihood of on-going absenteeism: No
<b>Re-Hire:</b>	<b>Yes</b> Alan would consider re-employing Jayne in the future.



# Alan's thoughts

Alan had the opportunity to describe Jayne's key strengths and development areas. These are Alan's exact words, including any typing errors or spelling mistakes.

## Jayne's Key Strengths:

Jayne is a fantastic team player with an exceptional ability to lead projects on time and on budget.

A strong work ethic but balanced with a desire for activities outside of work.

## Jayne's Main Development Areas:

Jayne would be the first to admit a need to develop her overall technical ability.

## Additional Comments

Jayne will be sorely missed by GWT, our loss will be your most definitely be your gain.



# Additional information

In the questionnaire Alan was also asked the following questions about Jayne:

Did Jayne have any known restrictions to working in the UK:	No
Any disciplinary procedures in process at the time Jayne left your employment:	No
Any legal proceedings, relating to their work, that involved Jayne at the time they left your organisation:	No
Can we contact you further about this reference?	Yes

## About this report

This report is confidential and is intended for access by relevant members of HR, hiring or senior managers, although it has been shared with **Alan** who completed the Reference Expert Questionnaire on **28/03/2013**.

In accordance with local Data Privacy law, Jayne may also request to see this report either directly to your organisation or directly to ReferenceExpert.

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