



د کليو د پياوړتيا د وزارت
وزارت احيا و انکشاف د هيات

د افغانستان اسلامي جمهوريت
جمهوری اسلامی افغانستان



Islamic Republic of Afghanistan
Ministry of Rural Rehabilitation & Development

Reference: Mr/Mrs.

CONFIDENTIAL

LETTER FOR VERIFICATION OF PERSONAL REFERENCES

TO: Mr. _____

Mr. Mrs. _____ is being considered for the position of _____ with Ministry of Rural Rehabilitation and Development (MRRD) Afghanistan.

It is our understanding that you are acquainted with the candidate. The information you provide on this form will be extremely useful in helping us make a final decision. Your statements will be treated as strictly confidential and your cooperation is greatly appreciated. We would be grateful if you could complete, sign and return this letter no later than _____.

Ahmad Jawed Karimi, HR Coordinator

1. How long have you know the candidate? _____
2. In what capacity have you known the candidate? _____
3. Please use this scale to compare the applicant with others you have known during your professional career.

	EXCEPTIONAL	OUTSTANDING	GOOD	AVERAGE	POOR	UNABLE TO JUDGE
Intellectual ability						
Maturity						
Initiative						
Writing Skills						
Oral Skills						
Leadership ability						
Interpersonal relations						
Organisational ability						

4. What do you consider to be the applicant's talents and strengths?

5. In what areas could the applicant develop or grow?

6. Does his/her professional background appear to fit him/her well for the position indicated above? Indicate notable assets or limitations.

7. Please add any additional comments you feel would be helpful in assessing the candidacy of the applicant?

Position/Title _____

Organization _____

Address _____

Signature of Referee

Date