

External Management Reference Check Form

Reference #1	Status: <input checked="" type="radio"/> Positive <input type="radio"/> Negative
Reference Name: <u>Prof. Savita Gini</u>	Reference Title/Position: <u>Course Coordinator / Asst. professor</u>
Reference Contact Information: <u>St. Andrews college, (Department of Hospitality)</u>	
Reference Type: <input checked="" type="radio"/> Professional <input type="radio"/> Personal	Relationship to Candidate: <input type="radio"/> Current Supervisor <input type="radio"/> Direct Report <input type="radio"/> Former Supervisor <input type="radio"/> Peer <input checked="" type="radio"/> Other
If not a Current or Former Supervisor, explain:	
Where Worked With Candidate:	Dates Worked Together:
Candidate's Position at that Time:	
How long have you known the candidate?	Describe the candidate's job responsibilities when you worked with them.
<u>Studied in our college (St. Andrews college, Bandra)</u>	
Would you rehire/work with/work for the candidate again?	If not, why? If yes, in what capacity?
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unable To Answer	
Why did the candidate leave this position?	Final Salary (Optional) \$

Interpersonal Skills - Provide examples of the candidate's interpersonal/team player skills.

Supportive, Positive attitude, Hardworking.

Communication Skills - Describe the candidate's communication skills, written and verbal (with peers, subordinates, senior executives, clients).

Excellent communication skills & knowledge about languages.

Planning and Organizing - Describe the candidate's project management skills and give details of a project that they implemented.

Management and Leadership Style - How does the candidate overcome obstacles/roadblocks? Please provide examples of the candidate's management/leadership style.

Dynamic Approach also handle our college Event as Main M.C.

Driving Results - Describe the candidate's ability to drive results with regards to the expectations of their assignment(s).

Very Good

Strengths - How would you describe this candidate's strengths overall and specific to the position we are considering them for?

Areas for Development - What advice would you give to the Hiring Manager to help this person continue to develop.

Technical or Functional Knowledge - Describe position under consideration...then ask their comments regarding the candidate's fit with the assignment.

Additional Comments - Is there anything else that we haven't discussed that you would like to share about the candidate and their ability to perform in the job we are considering them for?

Reference #1	Date of Attempt	Time of Attempt	Status of Contact Attempt
Reference Contact Attempt #1			
Reference Contact Attempt #2			
Reference Contact Attempt #3			

Savita

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