

Annexure 2.2: Referee Form



ROYAL GOVERNMENT OF BHUTAN
Ministry of Education
HUMAN RESOURCE DIVISION
Thimphu : Bhutan



TO THE APPLICANT:

Please ensure that this form is forwarded to the person who will write your reference. Your referee must send this form in a sealed and signed envelope and then returned to you for submission to HRD, Ministry of Education with your application package.

Name of the Referee Employee ID No. Position Title/Designation

Name of the Agency

Address (Department/Division)

Tele/Mobile phone No.: Fax No.: Email:

TO THE REFEREE

Dr./Mr./Mrs./Ms. Employee ID No.....
is applying for the post of available in the
Ministry of Education. The Ministry requires the applicants to submit individual reference.
Please complete this reference form and return it in a sealed and signed envelope to the
applicant who will forward to HRD, MoE along with his/her application package. Please
write specific (achievements or otherwise) *as fully as you can* about the applicant
describing strengths and weaknesses.

The Ministry is particularly interested in selecting the potential candidates for the above
post. Your responses to the following questions must be typed on your organization's
letterhead and include your signature after answering all the questions.

1. How long have you known the applicant and in what capacity?
2. What do you consider to be the applicant's strengths? You may wish to comment on the **(strengths precisely)** and breadth of knowledge and quality of oral and written expression in English and Dzongkha.
3. Please describe an activity or programme in which the applicant was involved that illustrated his or her special abilities and/or leadership skills or potential.
4. What do you consider to be the applicant's weaknesses **(and any suggestions of improvement)**?
5. Please comment on the applicant's career potential and your projection on his/her future success.
6. Rate the applicant (*please tick once only*) in the areas indicated below. We are interested in your comparison of the applicant with his/her peers and colleagues at the same level.

Qualities	Marginal (lower 50%)	Average (top 50%)	Good (top 25%)	Excellent (top 10%)	Superior (top 5%)
Intellectual ability					
Analytic frame of mind					
Problem-solving orientation					
Ability/promise as a leader					
Quality of oral expression					
Quality of written expression					
Motivation and energy					
Leadership					
Organizational ability					
Sense of humour					
Emotional maturity					
Ability to meet deadlines					
Ability to work with others					
Commitment to public service					
Professional integrity					

Signature and Seal

Date: