

Reference: Lori Chajet

1. Please comment on how long you have known the applicant and the context of your interaction with him or her. If applicable, please describe the applicant's role in your organization (past or present).

I have known Humzah Butt for two years due to him being my former employee.

2. Top three qualities that you would use to describe the applicant:

I'd say that Humzah's top three qualities would be:

- Excellent Leadership
- Decision-Making when brought upon multiple tasks
- Strong Emotional Intelligence

3. Discuss the applicant's ability to work with others. Please provide an example that illustrates the applicant's team skills.

Humzah was hired to be a Key Holder and his key duties were to lead his floor team to generate sales efficiently and consistently. He was always keen on listening to his team's ideas and struggles first before communicating his way on dealing with said struggles which consistently resulted in high team morale and his team meeting their daily sales goals. One of his main traits is that for his age, he's an eloquent speaker which he has used strongly when it came to working with his team daily.

4. Discuss a time when you gave the applicant constructive feedback. Please provide an example that details the circumstances and the applicant's response.

When Humzah first started, he struggled to voice his opinion. He wanted to obtain knowledge which would lead him to ask a lot of questions in order to understand everything – a great trait

because it helped comprehend and see the bigger picture, but it sometimes stressed out his managers and it also failed to reveal his proactive nature. I suggested that instead of simply asking questions, he should instead propose answers and validate them through his actions. He thanked me for the feedback and took the time to ask follow-up questions so that he could fully understand and instill my advice into his work ethic.

5. Please give an example of a time when the applicant exceeded expectations or showed initiative.

Our company was planning on launching a collection of sunglasses from the European to the American market. Even though we already had regional product researchers, Humzah took the initiative and reached out to the head of the marketing department and asked if he could be included as a product researcher. He stated his case by discussing as well as showing previous research projects he conducted to prove as to why he would be the best fit for that opportunity. The head of the department was impressed by Humzah and agreed to let him be a part of the team. The project ended up being a great success, which gave him the confidence to always strive for more than his original role in the company.