

Reference Check

All roles

NAME OF APPLICANT:

POSITION APPLIED FOR:

PERSON CONDUCTING CHECK:

OPENING CHECKLIST for each reference check

- Introduce yourself
- Thank referee for making himself/herself available
- Explain:
 - Candidate has put them forward as a referee
 - The check will be confidential and not disclosed unless required by law to do so
 - Notes will be taken on what the referee is saying to help you recollect information at a later stage

REFERENCE CHECK #1

DATE		TIME	
COMPANY NAME		COMPANY TELEPHONE	
REFEREE'S NAME		REFEREE'S POSITION	
APPLICANT'S POSITION		PERIOD OF EMPLOYMENT	

	V			
	Good	Good	Fair	Poor
Attendance				
Attitude to safety				
Ability to work with others				
Problem solving ability				
Adaption to change				
General performance				

General Comments

Candidate's primary responsibilities, accountabilities and deliverables in the role?

How would you describe their job performance in the execution of their deliverables and accountabilities?

Describe the candidate's ability to work under pressure and consistently meet deadlines.

What would you consider to be their main strengths and what were his/her areas for improvement?

Please describe this person's attendance and commitment on the job.

What was the reason for the candidate leaving?

What key things haven't I asked you that you think we should know about him/her?

Would you re-employ this person again? If not, why?

(Thank referee for their time and assistance if no Special Reference Check Questions need to be asked -see next page)

REFERENCE CHECK #2

DATE		TIME	
COMPANY NAME		COMPANY TELEPHONE	
REFEREE'S NAME		REFEREE'S POSITION	
APPLICANT'S POSITION		PERIOD OF EMPLOYMENT	

	V			
	Good	Good	Fair	Poor
Attendance				
Attitude to safety				
Ability to work with others				
Problem solving ability				
Adaption to change				
General performance				

General Comments

Candidate's primary responsibilities, accountabilities and deliverables in the role?

How would you describe their job performance in the execution of their deliverables and accountabilities?

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What would you consider to be their main strengths and what were his/her areas for improvement?

Please describe this person's attendance and commitment on the job.
What was the reason for the candidate leaving?
What key things haven't I asked you that you think we should know about him/her?
Would you re-employ this person again? If not, why?

(Thank referee for their time and assistance if no Special Reference Check Questions need to be asked this form is complete.)

SPECIAL REFERENCE CHECK QUESTIONS (if applicable)

During the interview there may have been some areas that required clarification/further investigation from a 3rd party. Cross check against the *Interview Guide* to confirm if questions are applicable.

Reference Check 1.	<i>[insert question here]</i>
ANSWER:	
Reference Check 2.	<i>[insert question here]</i>
ANSWER:	