|  |  |
| --- | --- |
| Name of Applicant: |  |
| Position: |  |
| Date: |  |
| Person completing Reference Check: |  |
| Name of referee: |  |
| Referee title: |  |
| Company name: |  |
| Referees phone number: |  |

**To be completed prior to contacting referee**

❑ An independent search of the company and referee name to verify the referee information provided is genuine

❑ You must have permission from the applicant to contact the referee (refer Application for Employment).

**Brief to read to Referee at start of discussion**

Applicant name has provided your name as a referee for the role of position title. Is this a convenient time for you to talk with me? The process will take about 15 – 20 minutes.

This reference will be used in the overall evaluation of the applicant.

This conversation and the information collected by name of organisation will be kept confidential.

**Note to Person Completion Reference Check:**

*When conducting the reference check remember to ask for specific examples and avoid relying on comments such as ‘He/she is good.’ Ask them to explain why they think he/she is good and provide more detail.*

**1. What is your relationship with (name of candidate)?**

**2. How long have you known the candidate?**

**3. At which company/in which context did you work with the candidate?**

**4. What position did (name of candidate) hold with the company?**

**5. Dates of Employment: From: To:**

**6. We are considering hiring name of applicant for (quick description of role). Would you recommend him/her for this position? Why or why not?**

**7. Please describe the key responsibilities of name of applicant in his/her most recent position**.

**8. Tell me about name of applicant’s most important contributions during their time with your company?**

**9. Tell me about their verbal and written communication skills?**

**10. Have you ever had any reason to question their honesty or integrity? If yes, in what context?**

**11. What are name of applicant’s most significant strengths?**

**a.**

**b.**

**c.**

**12. What are the areas name of applicant needs development? Are there any areas of concern?**

**13. Would you rehire name of applicant? Why or why not?**

**14. Are there additional comments you'd like to make? Is there something that I haven’t asked about that you think I should know about prior to making a decision?**