## **REFERENCE CHECK** **FORM**

## Reference check completed by:

Date completed:

Candidate’s name:

Position applied for:

Referee name:

Company/ position:

Phone number of referee: (W) (M)

**PLEASE NOTE:** *This form is to be retained on the candidates file with any written reference material. If the referee declines to give a reference, note that this should also be kept on the candidates file. Additionally, this form is only a guide in which questions can be asked, it is advised that employers should individualise questions to their needs and level of experience of the candidate.*

**Instructions prior to/ and when contacting a referee:**

* Prepare questions.
* Ask some ‘open’ questions that require more than a ‘yes/no’ answer.
* Be prepared to ask the difficult questions (such as: Was \_\_\_\_\_\_\_\_\_\_\_ always punctual?) and clarify information that is being provided.
* When you call, introduce yourself to the referee and explain that they have been listed as a referee for the Applicant.
* Ask them if it is a convenient time to speak and whether they are willing to participate in the reference check.
* Assure them that the information they are providing will remain confidential.
* Provide them with a brief verbal description of the position the applicant has applied for. This will assist the referee with providing relevant information about the applicant.

**Questions:**

1. **Can you confirm the Candidate’s starting and finishing date of employment?**

1. **Why did the Candidate leave your company?**

1. **Are you aware of the salary the Candidate was receiving before leaving the company?**

1. **What position did the Candidate hold while working at the company? What duties did they undertake?**

1. **What position did you hold during the Candidate’s employment? What was your operational relationship with the Candidate?**

1. **Could you comment on the Candidate’s attendance to work and punctuality?**

1. **Could you comment on the Candidate’s strengths and limitations in regards to their demonstrated performance?**

1. **Were there any areas of the position that the Candidate’s performance did not meet expectations or required development?**

1. **Was the Candidate able to work effectively as a team and independently?**

1. **How would you describe the Candidate’s relationship with:**

❑ Colleagues

❑ Clients/ customers

❑ Supervisors/ Management

1. **How would you describe the Candidate’s communication style with:**

❑ Colleagues

❑ Clients/ customers

❑ Supervisors/ Management

1. **Could you comment on how the Candidate would handle stressful situations? What was their general demeanour when working under pressure?**

1. **Did the Candidate meet deadlines?**

1. **Did the Candidate demonstrate initiative? If so, how?**

1. **Did the candidate supervise staff? If so, how many?**

**Summation Questions**

1. **Would your rehire the Candidate if a suitable position became available within your company? If no, why not?**

1. **Do you have any additional information you would like to share about the Candidate as it relates to the position we are considering them for?**

**Conclude Interview**

Thank the referee for their time and assure them that the information will be treated as confidential.

**Overall Impression of Candidate from reference was:**

❑ Highly positive ❑ Positive ❑ Negative ❑ Highly Negative

**Interviewer Comments**