

REFERENCE CHECK TEMPLATE

Name of Applicant: _____ Referees Name: _____

Company: _____ Position Held: _____

Relationship to Applicant: _____ Telephone Number: () _____

QUESTIONS

1. _____ states that he/she was employed with your company as _____
from _____ to _____ at the salary range of \$_____. Is this
correct? _____

2. What were the main duties and responsibilities carried out by him/her? _____

3. How would you assess his/her performance in the job? Consider:

- Were there any areas in which he/she performed especially well?
- Were there any areas in which he/she failed to meet expectation?

4. Why did he/she leave your company? _____

5. How would you describe his/her attitude to work? _____

6. (*Optional*) What are some of his/her major project achievements? _____

7. How would you describe his/her contribution and willingness to participate as part of a team?

8. How did he/she build relationships and credibility with management and staff? _____

If appropriate:

- How many candidates did he/she supervise? _____
- How would you describe his/her style in managing staff?

9. How would you describe his/her organisational skills? (*Probe ability to prioritise, manage time*)

10. How would you describe his/her attention to detail? _____

11. Did he/she have a good attendance record? (*Probe punctuality, reliability*) _____

12. How did he/she demonstrate initiative? _____

13. How does he/she work under pressure/handle stress? _____

14. How would you describe his/her attitude to change? Are they flexible? _____

15. What 5 words would you use that best describe he/she? _____

16. Can you identify any areas requiring further development? _____

17. Given the opportunity, would you re-employ him/her in an appropriate role? _____

18. *(Describe the job requirements, working conditions and role expectations.)*
Do you believe he/she would work well in this position? Why/Why not? _____

19. Are there any other comments you would like to add? Is there anything else that we should know about him/her? _____

20. Additional job-specific questions/answers:

Q. _____

A. _____

Q. _____

A. _____

Q. _____

A. _____

Signed: _____

Date: _____