

## Reference Check

Candidate's name:	
Position Applying for:	
Referee's Name:	
Referee's contact details:	
Referee's position at time:	
Company at time:	
Present position & company:	
Date of Reference:	

1. Can you please confirm the nature of your working relationship?

2. Can you please confirm the dates of employment?

3. Please outline the nature of his/her role?

4. How would you describe the overall quality of his/her work?

5. Please comment on his/her ability to achieve set KPI's?

6. Please comment on his/her ability to meet deadlines

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7. What did you feel were his/her key strengths?

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8. Where do you feel some improvement was required?

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9. How would you describe his/her ability to learn new skills or adapt to new processes?

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10. What is the best way to manage him/her?

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11. What are his/her main motivational drivers?

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12. Please comment on his/her communication skills

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13. How did he/she behave under stress?

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14. How did he/she get on with management?

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15. How did he/she get on with the rest of the team?

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16. To what extent would you describe him/her as a team player?

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17. Does he/she always remain positive when dealing with clients and colleagues?

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18. Please comment on his/her punctuality and attendance

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19. Please comment on his/her honesty and trustworthiness

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20. Please comment on his/her attention to detail

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21. Please comment on his/her planning, prioritizing and organisational skills

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22. What were his/her reasons for leaving your company?

23. Hypothetically speaking, would you re-employ him/her in an appropriate role? If so, what sort of role would you re-employ him/her in?

24. Were there any issues we should be aware of during his/her employment?

25. Is there anything else you think a potential employer may want to know about him/her

For the purposes of the Privacy Act, are you happy for us to share your comments with our client?

Yes  No

If requested, are you happy for us to share your comments with the candidate?

Yes  No

Should the potential employer want to clarify any of the above information with you are you happy for us to provide them with your contact details?

Yes  No