Reference Check Template

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| **Privacy and Confidentiality** |
| So we are compliant with the Privacy act, I need to advise you that your answers to these questions will be forwarded on to the Hiring Manager or Selection Committee and, under privacy guidelines, may also be passed on to the candidate if they request a copy of the Reference Check. |
| Do you agree to this? | YES  | NO |

**PLEASE NOTE**: Should the referee say no to this question the reference cannot be used. Please probe as to the reasons why to try and change the referee’s decision.

|  |  |
| --- | --- |
| Date: |  |
| Completed by: |  |
| Position applied for:  |  |

**Candidate Details:**

|  |  |
| --- | --- |
| Name:  |  |
| Contact No: |  |
| Current position title: |  |

**Referee Details:**

|  |  |
| --- | --- |
| Name: |  |
| Contact No: |  |
| Current Employer / Title: |  |
| Confirm Company and title whilst working with [Candidate]: (if different) |  |

**Consultant to confirm the following with the Referee (Refer to resume)**

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| --- | --- |
| Dates of employment for [Candidate]:  |  |
| [Candidate]’s Title: |  |
| Direct report: Y/N |  |

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| --- |
| Please confirm [Candidate]’s key responsibilities whilst in their role? |
|  |
| How would you describe [Candidate]’s performance when based on the following:1. Influencing and negotiation skills
2. Customer focus and meeting stakeholder expectations
3. Drive for results
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|  |
| Can you describe a key achievement of [Candidate]’s whilst in the role? |
|  |
| How well did [Candidate] work under pressure? |
|  |
| How did their performance rate against others you have known in similar roles? |
|  |
| Please comment on [Candidate]’s reliability and punctuality? |
|  |
| How would you describe [Candidate]’s personality in 3 words? |
|  |
| Were there any areas where [Candidate] did not meet the requirements of the role, or needed further development? |
|  |
| Could you please list 3 of [Candidate]’s key strengths? |
|  |
| How did [Candidate] build relationships with their colleagues and/or clients? How were they regarded? |
|  |
| Have any areas of [Candidate]’s work or behaviour ever been under question? Please explain  |
|  |
| What is the most effective way to manage [Candidate]? |
|  |
| Hypothetically speaking, if you were in a position to rehire [Candidate], would you? Why/why not? |
|  |
| Please confirm [Candidate]’s reason for leaving |
|  |
| Describe role [Candidate] is being considered for. Does the role appear suitable for them? |
|  |

Thank the referee for their time and feedback.