

REFERENCE CHECKING TEMPLATE

Candidate:

Date:

Checked by:

This discussion will take around twenty minutes so ensure that you make an appointment with the referee at a time that suits them and when they can speak freely.

Referee Details:

Company Name:	
Telephone Number:	
Person Contacted:	
Position:	

This person is being considered for a position as a: _____

Could you please keep this in mind when answering the following questions You should be aware that the information you provide to us about [Candidate Name] may be accessible by [Candidate Name] under the Privacy Act 1988.

Referee Comments:

What were the dates this person was employed?	
What was your relationship to this person?	
Why did the person leave the role/contract?	

<p>Lead Question: Describe the primary role this person undertook?</p> <p>Follow up questions:</p> <ul style="list-style-type: none"> ○ What technical skills did they need to use and how would you rate those skills? ○ What functional skills did they need? ○ What process and business knowledge do they possess? ○ How quickly did they learn new skills, eg. Technologies, processes? ○ How would you rate their initiative? ○ Please describe some of the successful outputs this person achieved? 	
<p>Lead Question: Describe the relationship [Candidate Name] has with his/her customers (internal / external)?</p> <p>Follow up questions:</p> <ul style="list-style-type: none"> ○ Tell me how [Candidate Name] goes about understanding customer's needs? ○ Tell me how he/she ensures that the needs of the customer are met? ○ Tell me about any difficult clients he/she had and how they were managed... 	
<p>Lead Question: Describe how [Candidate Name] deals with pressure, eg. Conflicting and shifting priorities, multiple activities, important deadlines etc</p> <p>Follow up questions:</p> <ul style="list-style-type: none"> ○ What strategies have you seen [Candidate Name] use to prioritise conflicting demands? 	
<p>What would you say were the candidate's key strengths?</p>	
<p>What would you say were the candidate's main weaknesses?</p>	
<p>Would you re-hire this person? If 'yes' what jobs would you hire them into? If 'no' why not?</p>	
<p>If you were in my position and thinking about hiring [Candidate Name] what additional information would you like me to have?</p>	