

REFERENCE CHECKS

CANDIDATE DETAILS

Name			
Position Applied			
Person conducting Check		Date	

PURPOSE AND LEGISLATION

Outline the purpose of the call and the estimated timeframe	<i>"I am undertaking a reference check to assess CANDIDATES suitability for the XXX role with the University. Is now a good time to discuss CANDIDATE's candidacy- This conversation should take no longer than 20 minutes".</i>		
Explain Privacy legislation and confidentiality considerations	<i>"With regards to referee confidentiality; I will of course undertake to keep our conversation confidential, other than relevant referent information for our purposes, or as requested through privacy law." "We will not disclose our notes to the CANDIDATE unless you give us permission or unless requested through privacy law. Do you consent to the information being disclosed if required?"</i>		
Reference Consent	Yes, I consent		

REFERENCE DETAILS

Referee Name			
Referee Contact No.		E-Mail	
Referee Title (current)			
Length of Current Employment		Length of Professional Relationship with CANDIDATE	
Professional Relationship to CANDIDATE			

REFERENCE QUESTIONS

CANDIDATE's Current Position:

What are or were CANDIDATE's core responsibilities in this position?

Strengths:

What do you believe are CANDIDATE's top 3 skills-based or measurable strengths?

In relation to any developments/limitations:

What area if any, could be improved or developed?

Description of CANDIDATE:

If you had to choose three words to describe CANDIDATE, what would they be?

E.g. confident, introverted...

Communication:

How would you describe CANDIDATE communication skills, both verbal and written?

Management Approach:

What level of leadership do you think is suitable for CANDIDATE?

E.g. minimal direction, close supervision, self-starter; please elaborate:

Management & Leadership Ability:

Describe CANDIDATE management and leadership style.

CRITERIA SCORING

Using the table below, request the referee to score CANDIDATE against the criteria using the scale 1 through to 5.

1 being below average and 5 being outstanding. If the referee scores the CANDIDATE 3 or below, please ask for a brief explanation as to why.

Criteria	BELOW AVERAGE		AVRG.	OUTSTANDING		Comments
	1	2	3	4	5	
Work Standards / Quality of work	1	2	3	4	5	
Produces consistently high standards of work and or service						
Ability to Learn	1	2	3	4	5	
Grasps tasks quickly and applies new concepts and skills						
Team / Collaboration	1	2	3	4	5	
Works well with others, builds positive relationships (including with superiors) and contributes to team ideas						
Initiatives and improvements	1	2	3	4	5	
Takes appropriate action without prompting and generates ideas for improvement						
Problem Solving	1	2	3	4	5	
Solves day-to-day issues appropriately						
Time Management	1	2	3	4	5	
Able to work under pressure and effectively prioritise tasks						
Reliability and punctuality	1	2	3	4	5	
Reliable and Punctual						
Ability to handle challenging situations	1	2	3	4	5	
Able to handle challenges appropriately						
Flexibility and Adaptability	1	2	3	4	5	
Ability to manage / cope with change within the work environment						

FINAL COMMENTS**Suitability for the position:** *(Using the Position Description)*

From the position summary that CANDIDATE has applied for, do you think that they would be suited for this position? Please provide a reason.

Re-Employment:

If you were in a position to employ or reemploy CANDIDATE, would you do so and why?

Additional:

Are there any further comments you would like to make or anything we should know in potentially employing CANDIDATE to this position?

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