“Name of Candidate” has applied for a position and they have given us your name as a referee. Under the Privacy Act, they can request to view this reference check and this information may also be provided to external companies or clients for them to assess the suitability for employment.

If required, do you agree to use this information for the above purpose? Do you have time now for me to ask you some questions?

|  |  |
| --- | --- |
| **Internal Use** | |
| **Conducted By:** |  |
| **Position Title:** |  |
| **Date of reference check:** |  |
| **Candidate Details** | |
| **Candidate Name:** |  |
| Position applied for: |  |
| **Referee Details** | |
| **Referee Name:** |  |
| **Company:** |  |
| **Position Details** | |
| **Can you confirm the candidate’s job title?** |  |
| **Was this person reporting directly into you?** |  |
| **When did the candidate work for this company?** |  |
| **What were the main duties associated with their role?** |  |
| **Work Performance** | |
| **How would you categorise their work in general?** |  |
| **How is the candidate’s attention to detail?** |  |
| **What was their overall attitude like?** |  |
| **Were there any confrontational situations the candidate was in? If so, how did they handle it?** |  |
| **What are the candidate’s overall strengths?** |  |
| **What areas do you think the candidate could improve?** |  |
| **Team Work and Communication** | |
| **How would you rate their communication?** |  |
| **Does the candidate work well as part of a team?** |  |
| **Personal Performance** | |
| **Was there any performance issues?** |  |
| **Was there any issues relating to punctuality, attendance, prolonged leave?** |  |
| **Can you disclose why the candidate left their position?** |  |
| **Summary Comments** | |
| **Would you re-employ?** |  |
| **Additional comments.** |  |

**Once Reference Check Completed:**

Save in the candidate personnel file under Applications for Employment in the following format:

*SURNAME First Name Ref Check 1 13022015*

Ensure reference is saved in PDF format and a copy is printed for the candidate personnel file