

## REFERENCE CHECK

<b>Candidate : Henry Higgins (OUTA10)</b>	2024-10-14 12:30:31
<b>Referee Name : Anna</b>	
<b>Referee Email : abc@xm.com.au</b>	
<b>Company :</b>	Xmobile
	Position Held(Important to Get) Production Manager
	Telephone Number : 04123456
<b>Questions</b>	
1. What was the name of the company that you worked with the applicant and what was your role? What was the role of the candidate?	<b>XMmobile</b>
2. Are you still working for that company?	<b>Yes</b>
3. How long did you work with the applicant for and how long has the applicant worked in the company (Period of employment)?	<b>3 yrs</b>
4. What were the main duties and responsibilities carried out by (him/her) in their role and please describe a typical day of work for the candidate?	<b>Admin task</b>
5. How would you describe (his/her) initiative/attitude on the job?	<b>Committed, energetic open for idea</b>
6. How would you describe (his/her) attendance record, reliability, and honesty?	<b>Very reliable</b>
7. Can you please describe (his/her) ability to work independently, as well as in a team?	<b>Independent when needed team player when there is an issue to fix</b>
8. Are you aware of them having been involved in any conflict in the workplace?	<b>Not that I know</b>
9. How does (he/she) handle fast-paced work/stressful situations?	<b>Can adept</b>
10. How would you assess (his/her) performance in the job? Consider: Strengths? Weaknesses? Key accomplishments?	<b>Good team player</b>
11. Why did (he/she) leave the company?	<b>Move interstate</b>
12. Did (he/she) ever get injured at work? If Yes, did they claim Work-cover?	<b>Not that I know</b>
13. Are you currently using labour hire or are you looking for help with your current staffing requirements?	<b>No but open for discussion</b>
Reference check done by Indika Wijayasinghe	

