

REFERENCE CHECK

Candidate : Ella Y (OUTA23)	2024-10-17 10:00:20
Referee Name : ALEX	
Referee Email : ALEX@GY.COM.AU	
Company :	X
	Position Held(Important to Get) BOSS
	Telephone Number : 123456
Questions	
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?	AA
2. Are you still working for that company?	AA
3. How long did you work with the applicant for and how long has the applicant worked in the company (Period of employment)?	AA
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?	AA
5. How would you describe (his/her) initiative/attitude on the job?	AA
6. How would you describe (his/her) attendance record, reliability, and honesty?	AA
7. Can you please describe (his/her) ability to work independently, as well as in a team?	AA
8. Are you aware of them having been involved in any conflict in the workplace?	AA
9. How does (he/she) handle fast-paced work/stressful situations?	AA
10. How would you assess (his/her) performance in the job? Consider: Strengths? Weaknesses? Key accomplishments?	AA
11. Why did (he/she) leave the company?	AA
12. Did (he/she) ever get injured at work? If Yes, did they claim Work-cover?	AA
13. Are you currently using labour hire or are you looking for help with your current staffing requirements?	AA
Reference check done by Indika Wijayasinghe	

