

Reference Check Completed by: _____ Date: ____ / ____ / ____

Candidates Name: _____

Position Checked For: _____

Referee's Name: _____ Phone Number: _____

Referee's Position and Organisation _____
(While working with the potential candidate)

Referee's Current Position/Organisation _____
(If different from above)

STANDARD QUESTIONS

Your name has been given to us by [name of candidate] as a referee, the information you give may be used to assess the potential employment of [name of candidate] . Do you understand and accept that any comments we note may be accessed by [name of candidate] under the Privacy Act?	Yes	No
Will you allow us to write your comments down?	Yes	No

OFFICE USE ONLY:

**This form is to be retained on the candidates file with any written reference material.
 If the referee declines to give a reference, note of this should be retained on the candidates file.
 If the referee declines to accept responsibility for reference comments this should be noted and the reference destroyed**

Did [name of candidate] report directly to you?	Yes	No
If not, what was the relationship between you?		
What was your position during [name of candidate] 's employment?		
What was [name of candidate] 's position during his/her employment?		
Could you confirm what period [name of candidate] worked with your organisation and how long you were [name of candidate] 's Manager?		
Can you give an indication of [name of candidate] 's attendance at work and punctuality?		

Equal Employment Opportunity and No Smoking are University Policies

Human Resources@ 

Source: Human Resources
Form 7.08b

Created: 18 October 2006
Modified: 18 October 2006

What were **[name of candidate]**'s key responsibilities in this position?

What would you consider **[name of candidate]**'s major strengths to be?

Were there any areas where **[name of candidate]**'s performance did not meet the job requirements?

Can you share with me how **[name of candidate]** handles a fast paced or changing environment – what techniques does **[name of candidate]** adopt to meet these challenges and complete tasks?

Did **[name of candidate]** ever work as part of a team? If so how would you describe his/her team style?

How would you describe **[name of candidate]**'s relationship and communication style with:

Colleagues:

Clients:

Supervisors/Management:

What do you think motivates **[name of candidate]**

What style of management do you think supports **[name of candidate]** to perform at their best?

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