



## Referee Check

Applicant:

Date:

Position applied for:

Phone:

Referee's details:

Title:

Reference check conducted by:

### Introduction

My name is <your name> and I'm calling to conduct a reference check for <name of applicant> who is being considered for a position with <name of business>. Your details have been provided to me and I would first like to check if you are prepared to provide a reference?

Yes  
No

Please note that this reference will be used in the overall evaluation of the applicant and will affect whether they are selected for the job. The information you provide may be given to the candidate if requested, Do I have your permission to proceed?

Yes  
No

Give an outline of the position applied for and ask if they have any concerns with the applicant's ability to perform that role

### General questions

Is your relationship with the applicant of a personal or professional nature? If both in which capacity, are you giving this reference?



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Would you/your company re-employ the applicant? Why/why not?

In what capacity is/was the applicant employed by your business?

Were you a direct supervisor of them?

What were the dates of their employment with your company?

From:

To:

## Referee Check

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<p>What duties and responsibilities does/did the applicant have?</p>	
<p>What the applicant's reason for leaving?</p>	
<p>How would you describe the applicant's overall work performance and understanding of their role?</p>	
<p>What would you say are the applicant's strengths?</p>	

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<p>What would you say are the applicant's area of development would be? (eg. weaknesses)</p>	
<p>Have you had any concerns with their performance? If yes, please explain when these issues were identified? When were they discussed with the individual? What work were they doing to improve and what progress was achieved.</p>	
<p>Can you score out of 10 (1 being Needs Improvement, 10 being Exceptional) on the applicant's:</p> <ul style="list-style-type: none"> <li>- reliability</li> <li>- punctuality</li> <li>- attendance</li> <li>- professionalism</li> <li>- ability to follow instructions and use their own initiative</li> </ul>	

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In closing	
Do you have any final comments?	

Once you have completed, please forward to HR  
This form is to be stored in the employee file on the QMS

This is an accurate transcript of the answers received during this reference check

Signature: