**Reference check**

**FORM**

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# Reference check

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant’s name:** |  | | |
| **Position applied for:** |  | | |
| **Referee name and position:** |  | **Phone number:** |  |
| **Conducted by:** |  | **Date and time:** |  |

### Introduction

|  |  |
| --- | --- |
| My name is <your name>. I’m calling to conduct a reference check for <name of candidate> who is being considered for a position with my business, <name of business>. Your details have been provided to me by <applicant’s name>. I would first just like to confirm that you are prepared to provide a reference? | Yes  No |
| The reference check will take approximately 10 minutes. Is this a good time for you? If not, when would be a better time? | Proceed  Call back |
| 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 |

Briefly explain the responsibilities of the role before moving on to the questions.

### Questions

|  |  |
| --- | --- |
| Where and when did you and the applicant work together (i.e. organisation’s name)?  ­ |  |
| Did the applicant report directly to you? If not, what was your working relationship? |  |
| How long did the applicant work with you? |  |
| Do you know the applicant’s reason for leaving? |  |
| What was the applicant responsible for in their role at the time? |  |
| How would you describe the applicant’s overall work performance? |  |
| What would you say were their strengths? |  |
| Is there anything they found challenging or would require development in? |  |
| How was their:   * punctuality * reliability * attendance * professionalism? |  |
| Did you have any concerns about their performance?  If yes, please explain when these issues were identified? When were they discussed with the individual? What work are their doing to improve and what progress has been made? |  |
| Based on your experiences with the applicant, would you hire them again? Why/why not? |  |
| Do you have any final comments? |  |

Thank you for taking the tame to provide feedback. If you wish to provide any further information, you can contact me on <your contact details>.