

QF208	REFERENCE CHECK
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Applicant: _____ Date: _____

Position applied for: _____ Phone: _____

Referee's details: _____ Title: _____

Reference check conducted by: _____

Introduction	
I am calling to conduct a reference check – are you willing to provide me with information regarding the applicant?	Yes No
The reference check will take approximately 10 minutes to complete. Is this a good time for you? If not, when is a convenient time for us to continue this conversation?	Call back Proceed
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 job and the factors you will be assessing through the reference check	
General questions	
What is the nature of your relationship with the applicant?	
In what capacity is/was the applicant employed by your business?	
What were the dates of their employment?	From: _____ To: _____



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What duties and responsibilities does/did the applicant have?	
What the applicant's reason for leaving?	
General performance questions	
How would you describe the applicant's overall work performance?	
What would you say are the applicant's strengths?	
What would you say are the applicant's development areas (eg. weaknesses)?	
<p>Have you had any concerns with their performance?</p> <p>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?</p>	
<p>Can you comment on the applicant's:</p> <ul style="list-style-type: none"> - reliability - punctuality - attendance - professionalism 	



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Job-specific questions	
Do you believe that the applicant would do well in this type of position?	
In closing	
Would you re-employ the applicant? Why/why not?	
Do you have any final comments?	
Thank you for taking the time to provide feedback. If you wish to provide further information, please contact me on 8340 2000.	