

REFERENCE CHECK PRO-FORMA

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

Candidate's Name: _____

Position Applied for by Candidate: _____

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)

**This form is to be attached to the candidate's file on Taleo at the 'Reference Check' step.
 If the referee declines to give a reference, note of this should be placed on the candidate's file.
 If the referee declines to accept responsibility for reference comments this should be noted
 and the reference destroyed.**

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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you allow us to write your comments down?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did [name of candidate] report directly to you?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?		

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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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- Insert competencies or selection criteria relevant to the job selection criteria and gather evidence of the behaviours they demonstrate, which indicates either their proficiency or skill level

Competency	Examples of Behaviours (<i>Evidence of competence</i>)
1.	
2.	
3.	
4.	

Did **[name of candidate]** work to KPIs? If so, please provide examples and did **[name of candidate]** meet these KPIs

Overall how would you rate **[name of candidate]**'s performance while employed with you?

Outstanding

Highly Competent

Competent

Adequate

Unsatisfactory

What was the reason **[name of candidate]** left the organisation?

Are there any general comments you would like to make about **[name of candidate]**

We are considering **[name of candidate]** for a position of **[position title]** do you believe that he/she would be suited to this type of role?

Given the right circumstances and the opportunity, would you consider re-employing **[name of candidate]**?

May we contact you again in the future should we require any further information regarding **[name of candidate]**?