# Reference Check

**Applicant: Date:**

**Position applied for: Phone:**

**Referee’s details: Title:**

**Reference check conducted by:**

|  |  |
| --- | --- |
| **Introduction** | |
| Start by introducing yourself and why you are calling  (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 COMPANY  Your details have been provided to me by <applicant’s name> and I would like to check if you are prepared to provide a reference? | **Yes**  **No** |
| The reference check will take approximately 5-10 minutes to complete. Is this a good time for you? If not, when would be a convenient time for us speak? | **Call back**  **Proceed** |
| **Briefly explain the position and responsibilities of the job that the applicant has applied for** |  |
| **General Questions** | |
| What is the nature of your relationship with the applicant? |  |
| In what capacity is/was the applicant employed by your business? |  |
| How long was the applicant employed with you? |  |
| What duties and responsibilities does/did the applicant have? |  |
| What is the applicant’s reason for leaving? |  |
| 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)? |  |
| Did you have any performance issues/concerns?  Please provide any relevant details. |  |
| Can you comment on the applicant’s:   * reliability * punctuality * attendance * professionalism   Were there any issues with any of the above? |  |
| How well did the applicant work as part of a team? |  |
| How well did the applicant work under pressure and to deadlines? |  |
| **In Closing** | |
| Would you re-employ the applicant? Why/why not? |  |
| Do you have any final comments or relevant information to applicant |  |
| Thank you for taking the time to provide feedback. If you wish to provide any further information, you can contact you |  |