### Date: ………………………Name of person doing the reference check ……………………………………………………………….…

Position: ………………………………………………………………………

Introduce yourself; explain reason for call – “(name) has applied for the position of (give details of the job and name of service) they have given the details as a referee to their application. Ask whether the person is available for 15 minutes to talk now, or to call back at a more convenient time?”

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate’s Details** | | **Referee’s Details** | |
| Name: |  | Name: |  |
| Role when employed with referee: |  | Position: |  |
| Employment period: |  | Company: |  |
| Position applied for at name of service: |  | Contact No: |  |

Please specify the applicant’s employment status at that time of employment at your company:

Permanent Fixed Term/Contract Casual/Volunteer

Please rate the applicant’s performance with regard to the following categories by circling the appropriate answer:

**WORK PERFORMANCE**

*“Please describe the applicant’s performance with regard to the following categories”.*

Rate applicant based on the answers given.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INTEGRITY**  *Was he/she reliable, trustworthy and ethical?* | | | | |
| Unsatisfactory | Below Average | Average | Above Average | Outstanding |
| **PROFESSIONALISM**  *How would you rate his/her knowledge of professional processes and practices?* | | | | |
| Unsatisfactory | Below Average | Average | Above Average | Outstanding |
| **LEADERSHIP / MANAGING OTHERS**  *How would you rate him/her for leadership ability and motivating employees?* | | | | |
| Unsatisfactory | Below Average | Average | Above Average | Outstanding |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WORK RESULTS**  *How would you rate his/her work-output – level of urgency to get things done?* | | | | |
| Unsatisfactory | Below Average | Average | Above Average | Outstanding |
| **PROBLEM SOLVING**  *How would you rate his/her ability to address and solve problems in a positive manner?* | | | | |
| Unsatisfactory | Below Average | Average | Above Average | Outstanding |
| **TEAM WORK**  *How would you rate him/her for being a team player?* | | | | |
| Unsatisfactory | Below Average | Average | Above Average | Outstanding |

#### APPLICANT PROFILE:

|  |
| --- |
| Were there any problems with health or absenteeism? |
| Why did the applicant leave your company?  Would you re-employ him/her if you had an appropriate position? If no, why not? |
| What are the applicant’s strengths and limitations?  Are there any areas that you felt he/she might need training in?  Is there any other information a prospective employer should know about the applicant? |

If the applicant asks about your reference, can we provide it to her/him?

Yes 🞏 No 🞏

Thank you for your time.