**RECRUITING CANDIDATES**

**REFERENCE CHECK FORM**

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| **Reference check details** |
| **Candidate name:** |  |
| **Position applied for:** |  |
| **Referee’s name:** |  |
| **Referee’s contact details:** |  |
| **Reference check completed by (name):** |  |
| **Date of reference check:** | Click here to enter a date. |

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| **Reference Questions** |
| * Ask the referee if they have a few moments to discuss the candidate’s suitability for the role.
* Explain the role and the organisation to the referee.
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| 1. **Confirm when the candidate worked for / with and how long, and what their role was.**

Dates:Duration:Role: |
| 1. **What was their relationship to you in the workplace?**
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| 1. **How was their overall performance in the workplace? How was their performance measured?**
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| 1. **What would you consider to be the candidate’s strengths, and why?**
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| 1. **What would you consider to be areas the candidate needs to improve upon? (weaknesses)**
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| 1. **How well do you think the candidate works under pressure?**

*Can you give me an example of a time when the candidate worked under a lot of pressure?* |
| 1. **What can you tell me about the candidate’s professionalism?**

*In regard to reliability / attendance / insert other factors* |
| 1. **What are the areas the candidate may benefit from in terms of learning and development?**
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| 1. **How did the candidate work as part of a team?**
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| 1. **Did the candidate supervise anyone in their position?**
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| 1. **Would you recommend this candidate to a future employer?**
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| **Further comments** |
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