

integrity in recruitment

REFErence check template

**Applicant’s name:**

**Position applied for:**

**Referee’s name, title and organisation:**

**Date: Phone No:**

**Reference check conducted by:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Introduction** | | | |  | |
| Hello, I’m **<my name>** and I’m calling to conduct a reference check for **<the applicant>** who is being considered for a job in **<my organisation>.** Your details have been provided to me by **<the applicant>** and I would first like to check if you are prepared to provide a reference? | | | | 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 | |
| This reference will be used in the overall evaluation of **<the applicant>** and will affect whether he/she is selected for the job. The information you provide may be given to **<the applicant>** 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>**? E.g. direct supervisor |  | | | | |
| In what capacity is/was **<the applicant>** employed by your organisation? |  | | | | |
| What were the dates of **<the applicant’s>** employment? | From: | Click here to enter a date. | To: | | Click here to enter a date. |
| What duties and responsibilities does/did **<the applicant>** have? |  | | | | |
| (If applicable.) What was **<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>** areas for improvement? |  | | | | |
| Have you had any concerns with **<the applicant’s>** work performance?  If yes:   * When were the issues identified? * When were they discussed with the **<the applicant>**? * What work is **<the applicant>** doing to improve? * What progress has **<the applicant>** made? |  | | | | |
| Can you comment on **<the applicant’s>**:   * professionalism * integrity * impartiality * responsiveness * <insert any other relevant factors> |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job-specific questions** | |  | |
| **<Ask questions related to each of the key selection criteria (KSC) and score answers out of 5:  E.g. In this role, the applicant is required to be very well organised and be able to manage a very busy office. Please describe <the applicant’s> ability to organise their workload?>** | | | |
| KSC 1 | **<comment>** | | **<score/5>** |
| KSC 2 |  | |  |
| KSC 3 |  | |  |
| KSC 4 |  | |  |
| KSC 5 |  | |  |
| **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 any further information, you can contact me on **<phone number>.** | | | |

Adapted from the Reference Checking Form, Fair Work Ombudsman & the Reference Check Template, State Services Authority