# Reference check (insert organisation / logo)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General Information** | | | | |
| **Applicant** |  | | **Position applied for** |  |
| **Referee Details**  Name of person, company and contact number |  | | | |
| **Reference Assessment** | | | | |
| Confirm who you are and purpose of the call.Confirm that the person has time to chat with you, or organise time to follow up.  * Confirm that information provided will be held in confidence. * Provide overview of the job role that is being applied for and some of the working conditions. | | | | |
| **What was the working relationship between you and this applicant?** | |  | | |
| **How long were you working together?** | |  | | |
| **How would you evaluate their performance whilst working with you:** | | **1 = poor 3 = meets need 5 = exceeded need** | | |
| * **Job skill / knowledge** | | **1 2 3 4 5** | | |
| * **Interaction with customers** | | **1 2 3 4 5** | | |
| * **Working with the team** | | **1 2 3 4 5** | | |
| * **Showing initiative** | | **1 2 3 4 5** | | |
| * **Attendance / punctuality** | | **1 2 3 4 5** | | |
| * **Attitude at work** | | **1 2 3 4 5** | | |
| * **Adherence to procedures / policy** | | **1 2 3 4 5** | | |
| **What areas were identified for improvement?** | |  | | |
| **What areas of performance did this person exceed in?** | |  | | |
| **Overall how would you rate their competency in the positions they held** | | Outstanding Good Average Fair Poor | | |
| **What reason was given for leaving your organisation?** | |  | | |
| **Would you re-hire this person and if so under what role?** | |  | | |
| **Can you identify any issues that might impact on their suitability to work in this role**? | |  | | |
| **Thank the person for their time and comments.** | | | | |