# 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.** |