

Reference Checking Guide

This template is a general guide for developing questions an applicant's referee. Add additional questions from the candidate's CV or interview to address any aspects needing further exploration or information.

Candidate	
Applying for	
Date	

Reference name		Role	
Relationship to candidate			
Phone		Location	

On the Job

Confirm their role and employment period.										
Confirm responsibilities of employment.										
Were these duties supervised or unsupervised?	Yes No									
Refer to the job description and check if the candidate is technically competent.										
Rate/discuss the candidates standard of work	<table border="1"> <tr> <td style="width: 20%;">1</td> <td style="width: 20%;">2</td> <td style="width: 20%;">3</td> <td style="width: 20%;">4</td> <td style="width: 20%;">5</td> </tr> <tr> <td style="text-align: center;">Poor</td> <td colspan="2" style="text-align: center;">Average</td> <td style="text-align: center;">Good</td> </tr> </table>	1	2	3	4	5	Poor	Average		Good
	1	2	3	4	5					
	Poor	Average		Good						
	Cleanliness/tidiness									
	Stockmanship									
	Machinery									
Overall										
Comments										
Ability to work under pressure/meet deadlines	Comments _____									
Use of initiative and motivation	Comments _____									

	1	2	3	4	5
	Poor		Average		Good
Decision making ability					
Comments					
Major strengths					
Weaknesses/areas for improvement					
Any specific achievements					

The Person

	1	2	3	4	5
	Poor		Average		Good
How well do they relate to others and work in team?					
Comments					
What management style do they best repond to?					
Did they supervise people? How many? How effectively?					
How would you describe their honesty/integrity/ timekeeping?					
Were there any grievances or disciplinary procedures/ any disputes?					
Approximately how many days sickness were taken					
Are you aware of any other issues?					
Is there anything else I should know, that we haven't covered so far?					
Are you aware of the reason for leaving?					
Would you reemploy them in a similar role?	Yes				No

Are you happy for us to disclose your comments to the applicant? Yes No