Reference Checking Questionnaire

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This template provides you with a guideline for developing questions to ask when checking an applicant's references. Please note that these are a guide only, some questions will not be applicable or appropriate. It is recommended you use this template to develop your own questions.

Candidate: Potential role: Date: Person contacted: Position: Location: Phone:					
Relationship to applicant:					
Didwork for If "No" provide detail:	you from	. to		Yes	No
What was 's	s job role?				
Who did	report to?				
What were	's general duties/responsibilites?				
Which of these were carried	out - supervised? - unsupervised?				
Have you seen organisation.	's current CV? Let me read to you	what it says wer	e his/her du	ities and acco	mplishments at your
Is this an honest account of If "No" provide detail:	's work with you?	Yes	No		
Why did	leave your business?				
What do you feel are	's strong points on the job′	? What characte	eristics do yo	ou most admir	e about him/her?
What is's cl	eanliness/tidiness like? 1 Poor	2 3		5 ellent	



What are	's stockmanship skills like?	1 Poor	2	3	4	5 Excellent
What are	's machinery skills like?	1 Poor	2	3	4	5 Excellent
Did s	supervise other people? How m	iany? Hov	v effective	ely? Can	he/she	e create a team environment?
What are	<u> </u>	What are	the area	s you thir	ık	could work on to improve? Why?
How would you rat observed in a simil		performanc	ce on a so	cale of 1 t	o 10 (1	0 being high) compared with others you
	relate to othe ch doesn't he/she work well with		Which ei	mployees	does h	ne/she work best with, supervisors/peers/
How well does	work as part o	f a team?	1 Poor	2	3	4 5 Excellent
How did	's last job performance	e review go	o? What	strengths	were o	sited?
What recommende	ed improvement areas were note	ed?				
What do you feel w involvement in you	-	mplishmer	nts while	working fo	or you?	? What changed as a result of his/her
Was	always on time?					
Did	take much sick leave?					



What changes did you observe in while he/she was working for you?
Is in the right job/career? How far do you think he/she can go?
What made you feel frustrated whileworked with you?
How did handle himself/herself in times of conflict? e.g. when they disagreed with you on a point?
If asked you, what would be the one thing that would most improve the way they perform on the job? What specific advice would you give them?
What is the best way to work withto quickly maximise his/her talents and effectiveness for the business?
Would employ again? Description Why/why not?
Other references
What other people know and would be worthwhile talking to?
Name:
Title:
Location:
Telephone:
Relationship to applicant/relevance:
NB: Before contacting these people as referees, make sure you gain permission from the candidate.
Overall
Excellent Good Some reservation Poor
Comments/Summary:
Points to follow up with applicant:
Keep this checklist throughout the recruitment and selection process to justify decisions.

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