Reference Check Template

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| Date: |  |
| Applicant’s Name: |  |
| Position applied for:  |  |
| **REFEREE #1**  |
| Name:  |  |
| Position: |  |
| Company:  |  |
| Phone number/ email address:  |  |
| Applicant’s role at this company: |  |
| Dates Applicant was employed at this company: |  |
| Has Applicant consented to this Referee being contacted?  | YES / NO |
| **Important note: It is essential to seek permission from the applicant prior to contacting their referees.** |
| **INTRODUCTION**  |
| I would like to first check you are prepared to provide a reference for (name of the Applicant)? The information will be used to evaluate the suitability of the Applicant’s for the position they have applied for. It may take around 10 minutes. | YES / NO |
| The information you provide may be given to the Applicant if they request this, are you agreeable to this? | YES / NO |
| GENERAL |  |
| What is your relationship with the Applicant? E.g. former supervisor  |  |
| How long did the Applicant work for the Company? |  |
| How long did you work with the Applicant? |  |
| What were the Applicant’s duties? |  |
| REASON FOR LEAVING |  |
| Why did the Applicant leave your company? |  |
| EFFECTIVENESS IN ROLE  |  |
| How effective was the Applicant in the performance of their role? |  |
| What do you think the Applicant’s strengths are? |  |
| Did the Applicant have any areas they needed to develop? |  |
| TECHNICAL COMPETANCE |  |
| How would you describe the Applicant’s level of technical skills and knowledge (eg as a coach, etc)? |  |
| **WORKING WITH CUSTOMERS / STUDENTS / CHILDREN** |  |
| How well did the Applicant work with customers / students / children, etc?  |  |
| DEALING WITH THE PRESSURE  |  |
| How did the Applicant deal with pressure?  |  |
| TEAMWORK |  |
| How well did the Applicant work as part of a team? |  |
| **WORKING AUTONOMOUSLY** |  |
| Did the Applicant work well on their own? |  |
| SUPERVISORY SKILL AND STYLE |  |
| Can you tell me about the Applicant’s supervisory skills and style? |  |
| AREAS OF CONCERN |  |
| Would you have any reservations about recommending the Applicant for this role? |  |
| OTHER COMMENTS |  |
| Are there any other comments you would like to add? |  |
| [Insert any other relevant questions]  |  |
| NOTES |  |
| Overall did the Referee recommend the employee for the role? | YES / NO |
| General Notes |  |
| Points to follow up with the next referee |  |
| Points to follow up with the Applicant |  |