**REFERENCE CHECK FORM**

**Confirmation of Information:**

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| --- | --- |
| Name of applicant |   |
| Position applied for |   |
| Date reference taken |   |
| Name of Company |   |
| Name of Referee |   |
| Referee’s relationship to applicant |   |
| Confirm last position |   |
| Confirm salary |   |
| Confirm dates of employment |   |
| Confirm the reason for leaving |   |
| Ask about re-employment |   |
| Other |   |
|   |   |
|   |   |

 **Behavioural discussion with referee:**

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| --- | --- |
| **Quality & efficiency of work**Comment on the accuracy and the reliability of the work done? |   |
| **Productivity & drive**Discuss the volume of effective work, the level of diligence, enthusiasm and persistent effort applied to the job. |   |
| **Initiative & innovation**Discuss their ability to produce constructive or new ideas. |   |
| **Team work**Discuss their ability to work together towards common goals, behaviour, attitude and respect towards colleagues. What was their role in a team? |   |
| **Ownership**Discuss their ability to take responsibility for their role and its outcomes and the willingness to do more than what is required. What kind of supervision did the applicant need? |   |
| **Leadership, delegation and follow-up**.Consider here the ability to motivate, plan and delegate and also the commitment to following up on expected outcomes. |   |
| **Time management**Discuss their attitude towards punctuality, ability to prioritise and meet deadlines. |   |
| **Structured approach and communication**Consider here the ability to follow a structured approach, the ability to implement systems and also the use of effective communication. How did the applicant relate to clients? |   |
| **Areas for improvement**Discuss what areas of their performance needed improvement and why. |   |
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**General notes:**

Do you have any additional comments or is there anything you think I should know about this person that will help make a decision about this person’s fit for the position and organisation?