**REFERENCE CHECK FORM**

**Confirmation of Information:**

|  |  |
| --- | --- |
| 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. |  |
|  |  |

**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?