#### chall_horz_rgb

**Reference Check**

**PRIVACY COLLECTION STATEMENT**

*To be conveyed to the referee after introducing yourself and the purpose of the call.*

Before we start, I would just like to make you aware that due to current privacy policies, any comments given throughout this reference can be passed on to potential employers or to the candidate themselves if they request it. Is that okay with you? Yes / No

|  |  |
| --- | --- |
| **Candidate’s name:** |  |
| **Referee’s name:** |  |
| **Referee’s phone number:** |  |
| **What is/was your position within the company?** |  |
| **Company/Organization name:** |  |
| **Can you please confirm their Job Title?** |  |
| **Did the candidate report directly to you?**  **If so, how long for?** |  |
| **Can you please tell me what dates they worked for the company?** |  |
| **Can you please describe the duties and responsibilities within the role?** |  |
| **How would you rate his/her punctuality and attendance?** | * Excellent * Acceptable * Below Average |
| **Rate his/her time management and organisational skills.** | * Excellent * Acceptable * Below Average |
| **How would you rate his/her interpersonal communication skills?** | * Excellent * Acceptable * Below Average |
| **Candidate suitability for the position they are applying for:** |  |
| **Can you explain the structure of the team?**   * **How many people in the team? Their roles?** * **How is everyone divided up?** * **How did x fit into that?** |  |
| **How would you rate them compared to their peers? Top or bottom?** | * Excellent * Acceptable * Below Average |
| **Overall, how would rate the quality of work performed?** | * Excellent * Acceptable * Below Average |
| **What would you say their main strengths were?** |  |
| **Can you please tell me about something they achieved outside of their day to day responsibilities and where they added value to the organisation?** |  |
| **Were there any areas for improvement and if so, were they addressed?**  **How were they addressed and what was the outcome?** |  |
| **Has there ever been an occasion where the candidate was counselled due to performance?** |  |

|  |  |  |
| --- | --- | --- |
| **Competencies (as addressed in interview):** | | |
| Organisation |  | |
| Initiative |  | |
| Communication: |  | |
|  | | |
| **Do you know their reason for leaving?** | |  |
| **Would you recommend the candidate to a future employer?** | |  |
| **Would you rehire them to work for you again? If not, why not?** | |  |
| **If a prospect employer had further questions, would you be prepared to hear from us again please?** | |  |
| **Do you have any additional comments?** | |  |
| **Date:** | |  |

**Email confirmation with work email to confirm their employment with**

**Disclaimer:** Information contained in this document reflects only the comments made by the nominated referee. Background checks to establish authenticity of academic transcripts or to determine the candidate has a criminal history can be conducted at an additional cost. Background checks can only be obtained with candidate approval.