**Reference Checking Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Candidate Name: | | | | | | | | | | | | | |
| Position Applied For: | | | | | | | | | | | | | |
|  | | Column 1: Reference “A” | | | | | | | Column 2: Reference “B” | | | | |
| [TAFE] Name | |  | | | | | | |  | | | | |
| Referee Name | |  | | | | | | |  | | | | |
| Referee Title | |  | | | | | | |  | | | | |
| Phone Number | |  | | | | | | |  | | | | |
| Position Candidate Held | |  | | | | | | |  | | | | |
| Salary | |  | | | | | | |  | | | | |
| Dates Employed | |  | | | | | | |  | | | | |
| Check Conducted By | |  | | | | | | |  | | | | |
| Date: | | | | | | | Date: | | | | |
| Introduction | | | | | | | | | | | | | |
| My name is [name] and I’m calling from [TAFE]. I am calling to conduct a reference check in relation to [candidate’s name]. **Our candidates are reference checked for us to gain a complete picture of their skills and experience.**  I have your name as a possible referee from *[candidate]* and I’d like to obtain some information from you about *[candidate].* However, in accordance with the Privacy Act, I need to make you aware that information you provide me in this reference check will be used for selection purposes and I also need to make you aware that *[Candidate’s Name]* is entitled to gain access to these comments should he/she wish to do so.  Are you happy to proceed?  Yes  No  [If the referee agrees and is the correct person to conduct a reference, proceed to ask relevant questions below] | | | | | | | | | | | | | |
| Preliminary Information | | | | | | | | | | | | | |
| 1. What was your relationship to the candidate (ie past supervisor, friend, etc)? | | | | | | | | | | | | | |
|  | | | | | |  | | | | | | | |
| 1. In what capacity did you employ the candidate (what was their job?)? | | | | | | | | | | | | | |
|  | | | | | |  | | | | | | | |
| 1. What were the dates of the candidate’s employment? | | | | | | | | | | | | | |
| From:  To: | | | | | | From:  To: | | | | | | | |
| 1. For what reasons according to you, did the candidate leave your [TAFE]? | | | | | | | | | | | | | |
|  | | | | | |  | | | | | | | |
| Performance | | | | | | | | | | | | | |
| Of the following competencies, please rate the applicant on a scale of 1 to 5 (1 = Poor and 5 = Outstanding) | | | | | | | | | | | | | |
|  | [TAFE] A | | | | | | | | [TAFE] B | | | | |
|  | 1 | | 2 | 3 | 4 | | | 5 | 1 | 2 | 3 | 4 | 5 |
| Honesty/Integrity |  | |  |  |  | | |  |  |  |  |  |  |
| Technical ability |  | |  |  |  | | |  |  |  |  |  |  |
| Initiative/ Motivation |  | |  |  |  | | |  |  |  |  |  |  |
| Reliability/Punctuality |  | |  |  |  | | |  |  |  |  |  |  |
| Work ethic |  | |  |  |  | | |  |  |  |  |  |  |
| Productivity/Results |  | |  |  |  | | |  |  |  |  |  |  |
| Flexibility/Adaptability |  | |  |  |  | | |  |  |  |  |  |  |
| Customer Service |  | |  |  |  | | |  |  |  |  |  |  |
| Teamwork |  | |  |  |  | | |  |  |  |  |  |  |
| Working under pressure |  | |  |  |  | | |  |  |  |  |  |  |
| Decision Making |  | |  |  |  | | |  |  |  |  |  |  |
| Attention to Detail |  | |  |  |  | | |  |  |  |  |  |  |
| Organisation of Job |  | |  |  |  | | |  |  |  |  |  |  |
| Communication Skill |  | |  |  |  | | |  |  |  |  |  |  |
| Time Management |  | |  |  |  | | |  |  |  |  |  |  |
| Corporate Commitment |  | |  |  |  | | |  |  |  |  |  |  |
| Commercial awareness |  | |  |  |  | | |  |  |  |  |  |  |
| Leadership / Other |  | |  |  |  | | |  |  |  |  |  |  |
| What were the candidate’s greatest strengths? (Please ask for comment about anomalies in the above ratings) | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | |

|  |  |  |
| --- | --- | --- |
| Were there any weaknesses? (Look for anomalies in the above ratings) | | |
|  | |  |
| How would you describe the candidate’s overall performance? | | |
|  | |  |
| Other Information (insert any comment related to other competencies needed by the candidate in the new job role?). | | |
| [He/She] is being considered for the following job role*. [Details].* Do you believe they would be suited to this role? | | |
|  | |  |
| 1. If opportunity arises, would you re-employ the candidate? (be wary of pauses) | | |
| Yes  No | Yes  No | |
| 1. If no, please give reasons: | | |
| Are there any issues and or/highlights that you believe [TAFE] should be aware of in conclusion? | | |
|  | |  |

|  |  |  |
| --- | --- | --- |
| School/ College/ [TAFE] Reference | | |
| Institution | Qualification | Date Completed | |
|  |  |  | |
|  |  |  | |
| Close | | |
| “THANK YOU FOR YOUR ASSISTANCE” | | |