**Reference Checking Form**

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| 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)?
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|  |  |
| 1. In what capacity did you employ the candidate (what was their job?)?
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|  |  |
| 1. What were the dates of the candidate’s employment?
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| From:To: | From:To: |
| 1. For what reasons according to you, did the candidate leave your [TAFE]?
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|  |  |
| 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) |
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| 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:
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| Are there any issues and or/highlights that you believe [TAFE] should be aware of in conclusion? |
|  |  |

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