

**Interchange Shoalhaven Inc.
HR Form: Reference Check Questions**

1. Application Information

Applicants Name: _____
 Position applied for: _____

2. Referee Information

Name of Referee: _____
 Telephone Number: _____
 Title / Company: _____
 Date of Discussion: _____

(resume confirmation) Can you confirm that applicant worked with your company.

Yes No From: _____ Until: _____

Nature of working relationship:

- Supervisor / line manager
- Manager (non-line)
- Peer/Friend (if peer/friend, interpret and answer the questions)
- Other.....

How long was your working relationship/Friendship?

3. Position History

What was [applicant's] job title: _____

What did she / he do in that job? (ie duties and responsibilities)

What were the reasons for them leaving that position / What are the reasons for them looking for a new position?

4. Work Habits/ Behaviours

How would you describe his/her work Habits/behaviours?

In terms of some specific work behaviours, how would you describe his/her:

Punctuality:

Attendance:

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Honesty & Integrity:

Reliability:

Initiative:

Common sense:

5. Work Style

Can you describe how she/he worked within a team?

Was she/he capable of working on his/her own when required/necessary?

Can you describe his/her ability to take direction (i.e. how efficiently did they follow-through on tasks given)?

6. Pressure (if critical to role)

Can you recall a time when she/he was placed under pressure?

How did she/he manage that situation?

7. Crisis management (if applicable e.g. service user support management)

Can you think of a time when she/he had to manage a crisis? (prompt for client / service user example if candidate is experienced)?

How did she/he manage that situation?

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8. Conflict resolution (if applicable e.g. service user support or management)

Can you think of a time where she/he had to resolve a conflict? (prompt for client/service user example if candidate is experienced?)

How did she/he manage that situation?

9. Quality of work performance

In terms of his/her work performance, did she/he:

- Always exceed job requirements
 Usually exceed job requirements
 Meet job requirements
 Have difficulty meeting job requirements
 Did not meet job requirements

Comments:

10. Strengths/weaknesses

Key Strengths:

Limitations:

11. Wrap-up

Describe position and ask re: suitability.

Referee comments:

Hypothetically would you (re-employ/continue to employ) if a suitable position is available?
(if no, prompt for reasons)

- Yes
 No

Referee comments:

Referee signature: _____