



## ALL SERVICES

### TELEPHONE REFERENCE CHECKLIST FORM

A verbal offer is not to be made unless a minimum of two references have been completed. Reference checks must be from the current employer, if permission is given, previous employers, in the case of students from lecturers, or other appropriate persons.

This form is to be used to record in detail each telephone reference check

NOTE - Check resume or reference details against the following information.

<b>Candidate Name:</b>		<b>Position Sought:</b>	
<b>Program:</b>			
<b>Referee Name:</b>			
<b>Referee Position:</b>			
<b>Referee Organisation:</b>		<b>Contact Ph Number:</b>	
<b>Nature of Relationship to candidate:</b>			
<b>Candidate worked with referee from:</b>		<b>To:</b>	
<b>Reason for termination</b>			

WHAT MAJOR TASKS DID THE POSITION INVOLVE? \_\_\_\_\_

---



---



---

**Please provide comment on the candidate's abilities in regard to each of the following criteria:**

List four criteria from the requirements category of the relevant position description (**eg presentation skills, time management**)

**(1)**

---



---



---

**(2)**

---



---



---

**(3)**

---



---



---



## ALL SERVICES

### TELEPHONE REFERENCE CHECKLIST FORM

(4)

---



---



---

MAY I HAVE YOUR GENERAL VIEWS ON THE APPLICANT'S APPROACH TO WORK?

---



---



---

WHAT, IN YOUR VIEW, ARE THE MAJOR ACHIEVEMENTS OF THE APPLICANT WHILST WORKING WITH YOU? \_\_\_\_\_

---



---



---

ARE YOU AWARE OF ANY HEALTH ISSUES THAT MAY PREVENT THE APPLICANT FROM DOING THIS JOB EFFECTIVELY?       Yes       No

If yes, give details: \_\_\_\_\_

---

WHAT, IN YOUR VIEW, ARE THE APPLICANT'S STRENGTHS? \_\_\_\_\_

---

AREA'S FOR DEVELOPMENT \_\_\_\_\_

---

IF AN APPROPRIATE POSITION BECAME VACANT, WOULD YOU RE-EMPLOY THIS PERSON?

Yes       No      If no, why not? \_\_\_\_\_

---

ANY OTHER RELEVANT INFORMATION: \_\_\_\_\_

---



---

Name of person obtaining reference: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_