**Reference checking template**

*Updated 03 November 2020*

Please upload completed reference checks in Workday prior to submitting the Reference Check task.

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate name |  | Date of Reference check |  |
| Position Applied for |  | Person conducting the reference check |  |

**Outline the purpose of the call and the estimated timeframe**

**Explain Privacy legislation and confidentiality considerations**

*“I am undertaking a reference check to assess the candidate’s suitability for a (Position title) role. With regards to referee confidentiality; I will of course undertake to keep our conversation confidential, other than relevant referent information for our purposes, or as requested through privacy law.”*

*“We will not disclose our notes to the candidate unless you give us permission or unless requested through privacy law. Do you consent to the information being disclosed if required? “*

Person conducting reference check, initial if referee has agreed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Referee’s name: |  |
| Referee’s phone number |  |
| Referee’s title (at the time of ref check) |  |
| Relationship to candidate – e.g. manager / supervisor |  |
| Dates / length of employment with the University |  |
| Candidate’s current position – What are their core responsibilities in their current position? |
|  |
| Strengths – What do you believe are their main strengths? |
|  |
| In relation to any developments/limitations – What area, if any could they improve or develop?  |
|  |
| Description of Candidate – If you had to choose three words to describe this person what would they be? E.g. confident, introverted…. |
|  |
| Communication – How would you describe their communication skills, both verbal and written? |
|  |
| Management Approach – What level of leadership do you think is suitable for this person? E.g. minimal direction, self-starter or do they require close supervision – please elaborate? |
|  |
| Do you think that they would be suited for this position? Provide reason if not? |
|  |
| If you were in a position to re-employ this candidate would you do so? If not please provide a reason. |
|  |

Please rate the candidate against the following criteria using the scale 1-5.

 ***1 being below average and 5 being outstanding:***

|  |  |  |
| --- | --- | --- |
| Criteria | Below Average Average Outstanding  | Comments  |
| Work Standards / Quality of work | 1 | 2 | 3 | 4 | 5 |  |
| Produces consistently high standards of work and or service  |  |  |  |  |  |  |
| Ability to Learn | 1 | 2 | 3 | 4 | 5 |  |
| Grasps tasks quickly and applies new concepts and skills  |  |  |  |  |  |  |
| Team / Collaboration | 1 | 2 | 3 | 4 | 5 |  |
| Works well with others, builds positive relationships (including with superiors) and contributes to team ideas  |  |  |  |  |  |  |
| Initiatives and improvements  | 1 | 2 | 3 | 4 | 5 |  |
| Takes appropriate action without prompting and generates ideas for improvement  |  |  |  |  |  |  |
| Problem Solving | 1 | 2 | 3 | 4 | 5 |  |
| Solves day-to-day issues appropriately |  |  |  |  |  |  |
| Time Management  | 1 | 2 | 3 | 4 | 5 |  |
| Able to work under pressure and effectively prioritise tasks  |  |  |  |  |  |  |
| Reliability and punctuality  | 1 | 2 | 3 | 4 | 5 |  |
| Reliable and Punctuality |  |  |  |  |  |  |
| Ability to handle challenging situations  | 1 | 2 | 3 | 4 | 5 |  |
| Able to handle challenges appropriately |  |  |  |  |  |  |
| Flexibility and Adaptability | 1 | 2 | 3 | 4 | 5 |  |
| Ability to manage / cope with change within the work environment  |  |  |  |  |  |  |
| Is there anything we should know in relation to employing the candidate?  |
|  |