**REFERENCE CHECK TEMPLATE**

The exact format and contents of this template will vary according to the organisation. Therefore, the following template can be used as guide and relevant changes made accordingly. However, any wording changes, other than those to insert a company or a person’s name(s), may change the context, meaning or purpose of the template and we recommend you receive advice from our Workplace Relations Consultants prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our team of consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. Our consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

**Disclaimer**

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# [INSERT COMPANY NAME] Reference Check

Dependant on the position, it is recommended references from two or more business referees are conducted prior to offering a candidate a position. At least one should have directly managed or supervised the candidate.

Additional questions are provided at the completion of the template which can be included for management/supervisory positions only.

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| CANDIDATE DETAILS |
| Name of Candidate |   | Date |  |
| Name of Referee***(That the candidate confirmed could be contacted)*** |   | Title and Company |   |
| Relationship to Candidate |   |
| Period Referee has worked with / knew Candidate |  |

Before we begin, information collected during this process will be used to assess an employment application. Please be advised that your comments, under the Privacy Act, will be accessed by managers involved with the recruitment decision and can also be passed on to the candidate themselves if they request a copy of the reference check. Are you still happy to proceed on that basis?

YES | NO

|  |
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| GENERAL QUESTIONS  |
| 1. Can you describe the candidate’s duties and responsibilities?
 |
| 1. Do you know the candidate’s reason for leaving (if applicable)?
 |
| 1. On a rating out of five, (with five being the best) how would you rate
2. **Their overall work performance?**
3. **Their work ethic?**
 | RatingX /5X /5 | Comments |
| 1. What do you think are the candidate’s strengths?

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| 1. What areas do you think the candidate can improve in?
 |
| 1. How would you describe the candidate’s personality?
 |
| 1. Describe the candidate’s working relationships with team members/colleagues/supervisors.
 |
| 1. Describe a time when the candidate demonstrated initiative.
 |
| 1. How does the candidate like to be managed? How did you get the best out of them?
 |
| 1. The role the candidate has applied for involves **[OUTLINE WHAT THE POSITION INVOLVES]**. How would you rate the candidate’s ability to perform this role?

Prompt - How would you rate their ability to **[OUTLINE KEY SKILL REQUIRED E.G. ABILITY TO UP-SELL]**  |
| 1. Were there any work habits that affected the candidate’s ability to perform their role, or anything else you think we should be aware of when considering them for this position?
 |
| 1. If an appropriate position were available, would you re-employ the candidate?

YES/ NO |

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| MANAGEMENT QUESTIONS (SELECT MOST RELEVANT FOR MANAGEMENT POSITIONS ONLY – OTHERWISE DELETE)  |
| 1. Describe the candidate’s management style. How effective was this in their role?
 |
| 1. How did the candidate manage poor performers?
 |
| 1. How did the candidate keep the team involved and motivated?

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| 1. How did the candidate develop the skills and knowledge of team members?
 |
| 1. How would you rate the candidate’s ability to plan and implement business strategies?

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| 1. How would you rate the candidate’s ability to financially manage a department or project?
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| CONFIRMATION OF PERSON CONDUCTING REFERENCE CHECK  |
| Name  |  | Position |  |
| Signature |  | Date |  |