

Reference Checking Questionnaire



This template provides you with a guideline for developing questions to ask when checking an applicant's references. Please note that these are a guide only, some questions will not be applicable or appropriate. It is recommended you use this template to develop your own questions.

Candidate:

Potential role:

Date:

Person contacted:

Position:

Location:

Phone:

Relationship to applicant:

Did _____ work for you from _____ to _____

Yes

No

If "No" provide detail:

What was _____ 's job role?

Who did _____ report to?

What were _____ 's general duties/responsibilities?

Which of these were carried out - supervised?
- unsupervised?

Have you seen _____ 's current CV? Let me read to you what it says were his/her duties and accomplishments at your organisation.

Is this an honest account of _____ 's work with you?

Yes

No

If "No" provide detail:

Why did _____ leave your business?

What do you feel are _____ 's strong points on the job? What characteristics do you most admire about him/her?

What is _____ 's cleanliness/tidiness like? 1 2 3 4 5
Poor Excellent

What changes did you observe in _____ while he/she was working for you?

Is _____ in the right job/career? How far do you think he/she can go?

What made you feel frustrated while _____ worked with you?

How did _____ handle himself/herself in times of conflict? e.g. when they disagreed with you on a point?

If _____ asked you, what would be the one thing that would most improve the way they perform on the job? What specific advice would you give them?

What is the best way to work with _____ to quickly maximise his/her talents and effectiveness for the business?

Would employ _____ again? Yes No Why/why not?

Other references

What other people know _____ and would be worthwhile talking to?

Name:

Title:

Location:

Telephone:

Relationship to applicant/relevance:

NB: Before contacting these people as referees, make sure you gain permission from the candidate.

Overall

Excellent Good Some reservation Poor

Comments/Summary:

Points to follow up with applicant:

Keep this checklist throughout the recruitment and selection process to justify decisions.

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