**REFERENCE CHECKS**

|  |  |
| --- | --- |
| **CANDIDATE DETAILS** | |
| **Candidate Name** |  |
| **Position Applied** |  |
| **Date** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PURPOSE AND LEGISLATION** | | | | |
| We are undertaking a reference check to assess **Candidate Name** suitability for a **Position, Position Type and Teaching Section/Area** role with the University. | | | | |
| With regards to referee confidentiality; The information that you provide will remain confidential, other than relevant referent information for our purposes, or as requested through privacy law.  We will not disclose the information that you provide to the candidate unless you give us permission, or unless requested through privacy law. Please confirm that you consent to the information being disclosed if required by checking the relevant box below. | | | | |
| **Reference Consent** | Yes, I consent |  | No, I do not consent |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **REFERENCE DETAILS** | | | |
| **Referee Name** |  | | |
| **Referee Contact No.** |  | **E-Mail** |  |
| **Referee Title (current)** |  | | |
| **Length of Current Employment** |  | **Length of Professional Relationship with Candidate** |  |
| **Professional Relationship to Candidate** |  | | |

**REFERENCE QUESTIONS (Please use candidate’s name in the questions)**

|  |
| --- |
| ***Candidate’s Current Position:***  What are or were CANDIDATE core responsibilities in this position? |
|  |
| ***Strengths:***  What do you believe are CANDIDATE top 3 skills-based or measurable strengths? |
|  |
| ***In relation to any developments/limitations:***  What area if any, could be improved or developed? |
|  |
| ***Description of Candidate:***  If you had to choose three words to describe CANDIDATE what would they be?  E.g. confident, introverted… |
|  |
| ***Communication:***  How would you describe CANDIDATE communication skills, both verbal and written? |
|  |
| ***Management Approach:***  What level of leadership do you think is suitable for CANDIDATE?  E.g. minimal direction, close supervision, self-starter; please elaborate: |
|  |
| ***Management & Leadership Ability:***  Describe CANDIDATE management and leadership style. |
|  |

**CRITERIA SCORING**

Using the table below, please score CANDIDATE against the criteria using the scale 1 through to 5.

1 being below average and 5 being outstanding. If you provide a scores of 3 or below, please provide a brief explanation as to why.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | **BELOW AVERAGE** | | **AVRG.** | **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 Punctual |  |  |  |  |  |
| **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 |  |  |  |  |  |

**FINAL COMMENTS**

|  |
| --- |
| **Suitability for the position:** *(Using the Position Description)*  From the position summary that CANDIDATE has applied for, do you think that they would be suited for this position? Please provide a reason. |
|  |
| **Re-Employment:**  If you were in a position to employ or reemploy CANDIDATE, would you do so and why? |
|  |
| **Additional:**  Are there any further comments you would like to make or anything we should know in potentially employing CANDIDATE to this position? |
|  |