

# Professional staff reference check form

Use this form for conducting reference checks for professional staff via telephone or email exchange.

## Overview

Reference checking is a critical part of the selection process and is an opportunity to verify information provided by the candidate in their application and the interview process. A completed reference check form should be provided with the Selection Committee Report to the HR Client Services representative prior to making an offer of employment.

### 1. CANDIDATE DETAILS

Candidate name

Position title

### 2. REFEREE DETAILS

Name

Position

Organisation

Contact no.

### 3. CONFIRMATION OF EMPLOYMENT

Information you provide will be kept on file and may be accessed by the candidate under the Privacy Act. Are you comfortable with this?  Yes  No

How long did you work with the candidate?

Can you please confirm the candidate's position during their employment?

What was the nature of the working relationship between you and the candidate?

Am I able to contact you again should I require any further information regarding the candidate?  Yes  No

### 4. REFERENCE QUESTIONS

What were the candidate's key responsibilities in this position?

What do you consider to be the candidate's key strengths?

What do you believe motivates the candidate to perform to the best of their ability?

