

## Candidate Reference Check Proforma

NB. You should advise the referee that the candidate may be entitled to obtain a copy of this report at a later time under Australian privacy law. Responses to questions should be framed accordingly.

**Name of candidate:** .....

**Position being considered for:**.....

**Name of referee:**.....

**Referee's position/title:**.....

**Referee's organisation:**.....

**Telephone.:** .....

**Email address.:**.....

**How long have you known the candidate?** .....

**In what capacity?** .....

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**What were the candidate's role and responsibilities when you worked with them?** .....

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**Comment on the candidate's quality of work:** .....

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**What are the candidate's greatest strengths? .....**

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**If you were reviewing their performance, what would be some areas for improvement?**

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**How well does the candidate work independently / under pressure? .....**

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**Can you recall one of the candidate's significant accomplishments or achievements?...**

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**How well does the candidate relate to others (supervisors, peers, subordinates)? .....**

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**Comment on the candidate's leadership and management qualities (if applicable):** .....

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**Comment on the candidate's punctuality and attendance at work:** .....

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**Do you know why the candidate left (or wishes to leave) your organisation?** .....

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**Would you rehire this person - or work with this person - again?** .....

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**Is there any additional information that you can tell us about the candidate?** .....

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<b>Conducted by</b> .....	<b>Date</b> .....
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