# Reference Check

<table>
<thead>
<tr>
<th>Date</th>
<th>Candidate Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position applied for</th>
<th>Position Ref No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Referee Name</th>
<th>Referee Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company name</th>
<th>Referee contact number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Employer</th>
<th>Current Employer</th>
<th>Conducted by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Guidelines:

- Introduce yourself and provide details of the candidate and the position the candidate is being considered for
- Please read the following to the referee:
  
  Please note that this reference check will remain confidential. However, the information provided may be made available to the candidate upon request. Are you happy to proceed?

- Seek to confirm the information the candidate has provided in their application and interview(s)
- References should be based on fact. Request examples from referees to provide context and demonstration of a candidate’s performance/behaviour against a particular selection criteria
- Information from reference checks should be used as one part of a holistic assessment of a candidate’s suitability for a role, measured against identified selection criteria.

## SUMMARY / COMMENTS:


Information provided by the candidate aligns with reference check?   Yes   No
General

1. Can you confirm how long you worked with the candidate and in what capacity? Did the candidate report directly to you? If so, for what period?

2. What date was the candidate employed with your organisation? What position did they hold?

   From: 
   To: 
   Position Title (s):

3. What were their key responsibilities?

4. How would you describe the candidate’s work performance? Did they meet the performance objectives of the role? Please provide an example(s) to demonstrate.

5. How would you describe the candidate’s behaviours and alignment to your organisation’s culture? Did they meet the necessary standards expected? Please provide an example(s).

6. Were they considered high talent and/or being considered as part of a succession plan?

7. Are you able to identify any areas in which they excelled? Can you please provide examples to support your comments.
8. How did they develop and maintain their professional brand with peers and superiors? Can you provide an example?

9. Are you able to identify key development areas? Please provide examples to support your comments.

Role specific competencies (insert questions relating key selection criteria)

Can you please provide an example(s) when the candidate:

10.

11.

12.

UWA strategic priorities

13. Can you please describe a time when the candidate demonstrated a mindset of continuous improvement? What was the result?

14. How has the candidate demonstrated commercial acumen? Please provide an example.

15. How does the candidate manage/cope with disruption and change? Have they managed a team through a period of significant change? If so, can you please describe how they did this.
Questions arising from psychometric testing, if required (insert from report)

16.

17.

18.

Concluding questions

19. Can you comment on the candidate’s:
   - Satisfactory performance
   - Reliability
   - Trustworthiness
   - Probity

20. Do you know why the candidate left or is looking to leave your organisation?

21. Would you/your organisation re-employ the candidate? (in the same or a similar role?)  Yes ☐ No ☐

22. Are there any other factors about the candidate that we should be aware of? Or anything else you would like to add?