| **Candidate name** |  |
| --- | --- |
| **Referee name** |  |
| **Referee contact number** |  |
| **Company** |  |
| **Referee current position** |  |
| **Working relationship** |  |

| **Suggested phone call script:**  "Hello [Referee's Name], this is [Your Name]. I hope you're doing well. I'm calling to discuss [Candidate's Name]'s application for [Job Position] and would greatly appreciate a few minutes of your time to gather some insights about their previous work. Are you available to speak now or would it be more convenient to schedule a call at another time?" | |
| --- | --- |
| How do you know the candidate and in what capacity? |  |
| Can you confirm the candidate's job title, responsibilities, and dates of employment? |  |
| How would you rate the candidate's overall job performance? |  |
| What were the candidate's strengths and areas for improvement in their previous role? |  |
| How did the candidate handle feedback and constructive criticism? |  |
| Did the candidate work well within a team or independently? Can you provide examples? |  |
| Did the candidate show initiative and take on additional responsibilities? |  |
| How would you describe the candidate's communication skills, both written and verbal? |  |
| Did the candidate have good problem-solving skills? Can you provide an example? |  |
| How reliable and punctual was the candidate in their previous role? |  |
| How did the candidate handle conflicts or difficult situations? |  |
| Did the candidate exhibit strong organisational and time management skills? |  |
| How did the candidate interact with clients, customers, or stakeholders? |  |
| Can you comment on the candidate's level of professionalism and integrity? |  |
| Was the candidate receptive to feedback and suggestions for improvement? |  |
| Would you rehire the candidate if given the opportunity? Why or why not? |  |
| Is there anything else you would like to share about the candidate's work performance? |  |

| Additional comments: | |
| --- | --- |
| Name of the person completing this form: | |
| Position title: | Date of reference checked: |
| Internal comments: | |