Reference Check Form – HR2

Applicant: **Date:**

Position applied for: **Phone:**

Referee's details: **Title:**

Reference check conducted by:

Introduction	
My name is \<your name\> and I'm calling to conduct a reference check for \<name of applicant\> who is being considered for a position with Grow Support Inc.. Your details have been provided to me by \<applicant's name\> and I would first like to check if you are prepared to provide a reference?	**Yes** **No**
The reference check will take approximately 10 minutes to complete. Is this a good time for you? If not, when is a convenient time for us to continue this conversation?	**Call back** **Proceed**
Please note that this reference will be used in the overall evaluation of the applicant and will affect whether they are selected for the job. The information you provide may be given to the candidate if requested, Do I have your permission to proceed?	**Yes** **No**
\<Briefly explain the responsibilities of the job and the factors you will be assessing through the reference check\>	
General questions	
What is the nature of your relationship with the applicant?	
In what capacity is/was the applicant employed by your business?	
What were the dates of their employment?	From: To:
What duties and responsibilities does/did the applicant have?	
What the applicant's reason for leaving?	
General performance questions	
How would you describe the applicant's overall work performance?	
What would you say are the applicant's strengths?	

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What would you say are the applicant's development areas (eg. weaknesses)?	
Have you had any concerns with their performance? If yes, please explain when these issues were identified? When were they discussed with the individual? What work are their doing to improve and what progress has been made?	
Can you comment on the applicant's: - reliability - punctuality - attendance - professionalism - \<insert other factors where relevant\>	
Job-specific questions	
\<In this section, you should prepare your list of questions based on the skills or attributes required for the job, for example:	
In closing	
Would you re-employ the applicant? Why/why not?	
Do you have any final comments?	
Thank you for taking the tame to provide feedback. If you wish to provide any further information, you can contact me on \<your contact details\>.	