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| **Candidate Details** |
| **Candidate’s Name:** |  |
| **Position Applied For:**  |  |
| **Unit/Department:** |  |
| **Referee Details** |
| **Referee Name:**  |  |
| **Title:**  |  |
| **Organisation:**  |  |
| **Phone No or Email:** |  |
| **RELATIONSHIP AND CONFIRMATION OF EMPLOYMENT DETAILS** |
| 1. **How do you know the candidate? If you worked with the candidate, what is/was your working relationship? (e.g. direct manager)**
 |
| 1. **When was the candidate employed with your organisation? (if possible, please give start and end dates)**
 |
| 1. **Do you know why the candidate left, or why they are considering a change?**
 |
| **KNOWLEDGE/SKILLS** |
| 1. **Can you describe the key functions and responsibilities of the role that the candidate is/was employed to do?**
 |
| 1. **How would you describe the candidate’s performance in that role?**
 |
| 1. **What are the candidate’s major strengths?**
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| 1. **What would you describe as the candidate’s main areas for development or improvement?**
 |
| 1. **Please describe the candidate’s ability to learn new tasks.**
 |
| **ATTRIBUTES** |
| 1. **Have you ever had to question the candidate’s honesty or integrity?**
 |
| 1. **How would you describe the candidate’s work ethic and time management?**
 |
| 1. **Can you describe the candidate’s ability to work as part of a team?**
 |
| 1. **How does the candidate respond to objective feedback?**
 |
| 1. **How would you describe the candidate’s management style and philosophy?**

**(Only if management is involved in the position applied for)** |
| **SUMMARY** |
| 1. **Would you re-employ the candidate in a similar position?**
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| 1. **Is there anything else you could add that I should know?**
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| **Completed by:** | **Signature:** | **Date:** |

**Thank you for your time.**

*Note: guidance for obtaining references is available in the manager’s toolkit on the HR website.*