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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. **Can you describe the responsibilities of the role that the candidate is/was employed to do?** | | | |
| 1. **Do you know why the candidate left, or why they are considering a change?** | | | |
| **RESEARCH** | | | |
| 1. **Please comment on the quality and significance of the candidate's published work.** | | | |
| 1. **How would you describe the candidate’s abilities in defining research projects, and securing research funds?** | | | |
| 1. **How would you describe the candidate’s effectiveness in building and maintaining productive research collaborations?** | | | |
| 1. **How would you describe the candidate’s effectiveness in planning and completing research projects?** | | | |
| 1. **How would you describe the candidate’s approach to supervising postgraduate students?** | | | |
| **TEACHING** | | | |
| 1. **What teaching experience does the candidate have?** | | | |
| 1. **Can you describe the quality of the candidate’s teaching, including the outcome of any formal teaching assessments?** | | | |
| 1. **Please describe the quality of the candidate’s curriculum development and teaching materials.** | | | |
| 1. **Can you comment on how the candidate plans and organises their teaching activities?** | | | |
| 1. **Does the candidate have experience of co-ordinating papers, including team teaching situations? How would you describe their effectiveness in this role?** | | | |
| **GENERAL** | | | |
| 1. **How would you describe the candidate’s approach to supporting and developing less experienced colleagues?** | | | |
| 1. **What has the candidate contributed to your academic department/school?** | | | |
| 1. **What are the candidate’s major strengths?** | | | |
| 1. **Have you ever had to question the candidate’s honesty or integrity?** | | | |
| 1. **Have you ever had any concerns about the candidate’s time management?** | | | |
| 1. **How would you describe the candidate’s work ethic and reliability?** | | | |
| **SUMMARY** | | | |
| 1. **Would you re-employ the candidate in a similar position?** | | | |
| 1. **Is there anything else you could add that I should know?** | | | |
| **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.*