***Template – Reference check questionnaire***

* ***Below is a guideline questionnaire***
* ***You can use it to do a telephonic reference check, or send the questions via email to the referee’s email address***
* ***Do consecutive reference checks, meaning at least 2 – 3 most recent employers (don’t skip employers)***
* ***Reference only with the person your candidate reported to directly***
* ***Do not reference with current employers unless permission is given by the candidate, in writing***
* ***Use the information received via email from our database to cross reference some of this information***
* ***You need not read the questions as they are, this is just a guideline to engage in conversation about the candidate***

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|  | **Question** | **Answer** | **Reason for question** |
| 1 | Can you confirm the candidate worked for you as per the above details? |  | Check whether the information the candidate provided is accurate (dates of employment, job title) |
| 2 | Can you confirm your role at the time, and whether the candidate reported to you directly? |  | Check whether this is the person your candidate reported to directly and also whether this person is in a senior role. Sometimes you have to “reference” the referee to ensure they are a ligitimate reference source. |
| 3 | Why did the candidate leave and was it on good terms? **(Or why do they want to leave if they are still employed)** |  | Cross reference with the candidate’s reason for leaving last employer. Ensure the candidate left on good terms. If not, try to find the reason why they left on bad terms |
| 4 | Hypothetically, if you could employ the candidate in a position reporting directly to you, would you? Please include a short reason if possible. |  |  |
| 5 | Were there ever any problems such as poor timekeeping, excessive sick leave, dishonesty, performance, trust etc? |  |  |
| 6 | Would you say the candidate was a star employee; meaning they worked consistently, went the extra mile, worked accurately/effectively and was reliable? |  |  |
| 7 | Would you say that the candidate was well liked and respected by their colleagues, guests and superiors? |  | This is to see whether the person is easy to get along with |
| 8 | Did the candidate have a team reporting to them and how were they regarding by that team? |  | Relevant if the candidate is applying for a position where they will have a team reporting to them |
| 9 | Would you say that the candidate performs well under pressure and keeps a calm and level head? |  |  |
| 10 | Specifically referring to job performance, competence and skill, was the candidate successful in their role? |  | Use the helpsheet here to ask specific questions in terms of the skill required for the job the candidate applied for |
| 11 | This candidate applied for a **x position** at our company. In a nutshell, they will be doing **X.** In your opinion, do you think they would be suitable for such a position? |  | Give the referee an idea of what you are interviewing the candidate for so that they can give you their opinion whether the candidate will be suitable in such a role. |
| 12 | Is there anything you think we should take into consideration before making an offer to the candidate? Any questions we haven’t asked? |  |  |