

Referee Template

Applicant's Name: _____

Position: _____

Referee: _____

Company: _____

Interviewer: _____

Date: _____

All information provided in the reference check will be treated as confidential.

Questions	Comments
Confirm employment details	
Confirm major responsibilities	
Reason for leaving?	
How would you rate their quality of work?	
How did they handle the quantity of work?	
Would you give me an example of any special project/tasks where they demonstrated initiative?	
Can they work with minimal supervision?	
How quickly did they pick up new tasks?	
What are their strengths?	
What are their weaknesses?	
How well did they handle stress/pressure?	
How would you describe them as a team player?	
Would you describe their interpersonal skills (ability to communicate with a diversity of staff)?	
What type of job would you say they are best suited to?	
Are there any problems a future employer might need to be aware of?	
Would you re-employ this person?	
Probe any other areas specific to the selection criteria for this position ...	