[Insert organisation name/logo]

# APPLICANT REFERENCE CHECK TEMPLATE

|  |  |
| --- | --- |
| **Date** |  |
| **Applicant’s name** |  |
| **Position applied for** |  |
| **Interviewer**  |  |
| **Interviewee** | **Name** |  |
| **Phone number** |  |
| **Email** |  |
| **Relationship to the applicant**  |  |

|  |
| --- |
| **Questions** |
| **[Insert question No.1]**  |
|  |
| **[Insert question No.2]** |
|  |
| **[Insert question No.3]** |
|  |
| **[Insert question No.4]** |
|  |
| **[Insert question No.5]** |
|  |

***🖌Note\****

*It is recommended to have questions that are suitable to each selection criteria and position description. For example, referee questions for a project officer role could include:*

* *Please describe the applicants’ organisation skills – including ability to manage both small tasks and larger projects with competing timeframes and pressures.*
* *Comment on the applicant’s ability to develop and maintain relationships with a range of external stakeholders (including government and service providers).*
* *How does the applicant work as part of a team – do they communicate effectively, share workload and ideas, etc.*
* *Is the applicant open to being directed/supervised? Are they able to hear and respond appropriately to constructive criticism?*
* *How does the applicant work under pressure and/or when things are not going to plan?*
* *Does the applicant have the skills and capacity to represent an organisation – diplomacy, communication, confidence?*
* *Are there any additional comments/concerns regarding this applicant?*

*\*Please delete note before finalising this document.*