

FAN Reference Check Template

While not necessary for a work experience or short/unpaid internship, if you will be entering an employment relationship with someone it is strongly recommended you contact one or two referees who are able to comment on the legitimacy of the candidate's qualifications, skills, knowledge, abilities or attributes and/or any concerns you may have over their application. Request referees who are in the best position to comment on areas that are most important to the role e.g. if it is an accounting role, an accounting or maths teacher is likely to be in a better position to comment on a candidate's numeracy and attention to detail than someone who hires the candidate as a babysitter; while the babysitter employer may be in a better position to comment on a candidate's honesty, reliability and initiative.

Referee Name:
Relationship to Candidate:
Date:
<p>Opening script</p> <p>Good morning/afternoon. My name is [name] from (-----). I have met with [candidate] regarding a potential employment opportunity and they have given me your name as a referee.</p> <p>Are you happy to be a referee for [candidate]?</p> <p>Is now a good time to talk? (If no, arrange a call back and thank the referee for their time).</p>
<p>Reference check</p> <p>Firstly, what was/is your working relationship with [candidate]?</p> <p>Notes:</p>
<p>How long did you work with / have you known [candidate]? (If period of time is very short consider whether referee would be the best source for a reference check. If you believe referee is not suitable, thank them for their time and advise them they may not be able to give them the information you require)</p> <p>Notes:</p>
<p>As I mentioned, I am considering hiring [candidate] as a [position]. The key things I am looking for in this role are:</p> <ol style="list-style-type: none"> 1. 2. 3.

<p>Do you think [candidate] would be suitable for this position? <i>(If closed response i.e. yes/no received, ask for more information e.g. why do you think [candidate] would/would not be suitable for this position?)</i></p> <p>Notes:</p>
<p>What would you say are [candidate's] two or three greatest strengths best demonstrated during the time you (worked with / have known) them?</p> <ul style="list-style-type: none"> • • •
<p>How did [candidate] get along with teachers and peers / management and co-workers during the time you have known them? <i>(Team work)</i></p> <p>Notes:</p>
<p>Are you aware of any circumstances where [candidate]'s honesty was questioned?</p> <p>Notes:</p>
<p>How would you describe [candidate]'s time keeping, punctuality, attendance, reliability?</p> <p>Notes:</p>
<p>Questions related to the applicant's application/interview (if applicable)</p> <p>In [candidate]'s application/interview they mentioned:</p> <p>Are you able to confirm/elaborate/comment on that? <i>(If closed response no received ask for more information e.g. are you not able to comment or would prefer not to? If there is a potential issue you can go back to the candidate to ask for more information or request another referee who is able to comment on that particular area).</i></p>
<p>Would you employ/re-employ [candidate] if you were in the position to? <i>(If closed response no received ask for more information e.g. why would you not consider hiring/rehiring)</i></p>

[candidate]? or is there any upskilling [candidate] could complete that would influence your decision?)

Notes:

Is there anything you would like to add?

Notes:

Thank the referee for their time and help.

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