**Reference Check**

### *As you have completed a pre-screening phone interview with your potential new staff member, you can tick off the basic information at the start of the interview and that get into a deeper conversation with them as you go.*

### *Below is an example of questions that you might choose to include/ask:*

### *Before the phone call note the below details:*

### Date of Interview:

### Applicants full name:

### Who is completing the referee check:

### Referee Name and Contact #:

### Referee Position and Place of employment:

### *Once you call, provide the referee with the name of the applicant and the purpose of the call, then ask them if they agree to provide you with a refence check. Confirm the referee’s position and place of employment. Inform the referee of what we do and the role the applicant applied for.*

### How long have you known (name of applicant)?

### What was your working relationship with (name of applicant)? E.g. manager / co-worker

### What were the main responsibilities in (name of applicant)’s role?

### What are (name of applicant) strongest qualities?

### What areas does (name of applicant) need improvement in?

### In this role (name of applicant) will be required to work independently; how do you think he/she would go with this? Why?

### Out of 10 how would you rate (name of applicant):

### Verbal and written communication skills?

### Ability to learn new skills and use technology?

### Punctuality and commitment to work?

### Ability to build rapport with clients?

### Ability to adapt to change?

### Do you recall the reason for (name of applicant) leaving her role?

### Is there anything else you would like to add?