# Reference checking guide

*Reference checking is to be based on the person specification and interview template but also to address any queries that have arisen in the interview*

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| Candidate: | Position: |
| Referee’s name: | Referee’s current position: |
| Referee’s telephone number: | Date of reference check: |

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| **Introduction** |
| * Introduce yourself, the organisation and the reason for your call * Ask whether the referee has time to speak now or whether you should book a time when you will call back * Explain briefly about the position the person has applied for, what work duties and responsibilities would be involved * Check whether the referee has been informed by the candidate that your call might come in |

**Introductory questions**

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| **What is your relationship to the applicant (manager, colleague, private relationship)?** |
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| **How long did you work together?** |
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| **When did you stop working together and why?** |
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**Work duties**

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| **Can you provide a general description of the candidate’s work duties?** |
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| **Did the candidate have any particular areas of responsibility?** |
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| **Did the candidate participate in any major projects or development initiatives?** |
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| **Did the candidate have any leadership roles?** |
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| **How did the candidate perform during the time you worked together?**  *Check against the points above* |
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**Description of the candidate**

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| **Describe how you see the candidate in your own words!** *Ask the referee to clarify what he or she means by words and generalisations and ask for examples of behaviour* |
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| **What distinguishes the candidate in comparison with other employees in the same type of position?**  *Ask for specific examples of the person’s approach in comparison with others* |
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| **Which of the candidate’s attributes or abilities have been the most valuable in your cooperation?**  *Ask for specific examples of the person’s approach and results that were achieved* |
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| **What does the person need to develop or improve?** |
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| **How do you think others who have worked with the applicant would describe him/her?**  **How do you think previous manager/s would describe the candidate?** |
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| **Was the candidate part of a work team?**   * If so, what was the candidate’s role? * Did the candidate enjoy working in a group? * What role did the candidate usually get/take on in groups? |
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| **Did any conflicts arise in the group?**   * What happened? * How was it solved? |
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**Competence-based questions**

*Here you can follow up on skills that you specified in the person specification and also use the interview template. The questions may resemble those you used in the interview template. Contact your HR officer for help to formulate suitable questions.*

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| **Competence** |
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| **Competence** |
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**Concluding questions**

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| **What kind of work/position do you think the candidate is best suited for and would do best in?** |
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| **Is this someone you would employ again or want to work with again?** |
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| **Do you have any observations concerning this candidate with regard to work ethic, integrity or substance abuse?** |
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| **Is there anything you would like to add that I have not asked about?** |
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| **Conclusion** |
| * Summarise your impressions * Consider whether you have included everything you wanted to ask about * Thank the referee and finish the conversation |