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# Referee interview template

Adapt this template to suit your organisation’s requirements. You are not required to ask every question, however the more you ask the more knowledge you’ll have of the prospective employee.

|  |  |
| --- | --- |
| Candidate name |       |
| Referee name |       |
| Organisation |       |
| Referee position |       | Date |       |
| Referee email |       | Phone |       |
| Employment period |       | Reference check conducted by |       |

*Suggested introduction. Please replace the word 'candidate' with the person's name.*

‘Candidate’ has provided your name, as a referee, and I’d like to obtain some information from you about them. Under privacy laws, ‘candidate’ can now access the information you give us. Equally, you may gain access to the information that you give me by contacting our Human Resources unit. Are you happy to proceed?

## Introductory

1. Describe the nature of your relationship to ‘candidate’. (Are they ‘candidate’s’ manager, etc?)
2. Can you please confirm their employment record (including position, responsibilities, start, and finish dates)
3. Can you please confirm remuneration details where possible (confirm base, superannuation, bonus/ commission).
4. What were the key technical aspects of the role and how well did ‘candidate’ perform them?
5. What key behaviours and personal attributes were required to successfully perform this role and how well did ‘candidate’ demonstrate these?

## Candidate’s skills

1. Who did this role require the candidate to liaise with on a regular basis, and how well did they communicate with them?
2. Was ‘candidate’ responsible for managing people? If so, please comment on their management skills and style of management.
3. What do you consider to be ‘candidate’s’ main strengths (explore technical skills, personal attributes and anything else of relevance)?
4. Please describe any areas of improvement you observed (such as where support and training was required).
5. What were ‘candidate’s’ most significant achievements in your organisation?
6. To what level do you think they met the desired objectives of the role (explore and ask for examples)?
7. What management style does ‘candidate’ respond to best?
8. What was the level of drive and motivation ‘candidate’ displayed while working in your organisation?
9. Please comment on ‘candidate’s’ attendance record (including punctuality and reliability).
10. Please comment on ‘candidate’s’ honesty and integrity.
11. Work, health and safety is a critical component of every workplace. Please describe ‘candidate’s’ commitment and approach to work, health and safety (explore in further detail if applicable).
12. Please explain, as you understand it, ‘candidate’s’ reasons for leaving (where unsure, attempt to determine whether the parting was amicable).
13. What roles do you think candidate would be suitable for in the future?
14. Please comment on how suitable you think they are for the job they’ve applied for (where appropriate).
15. Do you have any further comments that would assist us in considering ‘candidate’ for this role?
16. Hypothetically, would you or your company re-employ ‘candidate’?
17. Do we have permission to disclose your comments to selected potential employers if required?
18. May we contact you again for any further clarification?

This template was developed by the NSW Office of the Children’s Guardian.
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