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| **Applicant** | | | | | | | | |
| **Name** |  | **Position Applied For** | |  | **Job Location** |  | **Reference Check Date** | |
|  | | | | | | | | |
| **Referee** | | | | | | | | |
| **Name** |  | **Position** | |  | **Business Name** |  | **Relationship To Applicant** | |
|  | | | | | | | | |
| **Interviewer** | | | | | | | | |
| **Name** | | |  | | **Position** | | |

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| Knowledge Of Applicant |
| How do you know the applicant and how long have you known them? |
| Did the applicant report to you? Did you have firsthand experience of the applicant’s work and performance? Why did they leave[or want to leave]? |

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| Operational Experience |
| Explain the job(s) the applicant performed. |
| How do you rate the applicant’s performance in those jobs and why? Can you give an example? |
| What do you think the applicant’s strengths and weaknesses are? Do you have examples of either or both? |

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| Customer Service |
| How do you rate the applicant’s customer service? Can you give an example for that rating? |

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| Workplace Health & Safety |
| Can you explain the applicant’s behaviour when it comes to workplace health & safety? Were there any instances of unsafe behaviour or breaking any policy, procedures or laws? Can you give an example? |

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| Team Spirit |
| What was the applicant’s performance like as a team member? Did he work well with others? Are there any examples of interpersonal conflict – what happened? |

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| Time Management |
| Please explain how well the applicant managed their workload. How well did they plan their work and manage their time? |

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| Innovation |
| Do you think of the applicant more as someone that needs to have rules and procedures given to them so they can get their work done or are they more flexible and able to act on their own initiative and contribute new ideas? Do you have any examples? |
| Problem Solving |
| How well did the applicant cope with the stress of the job? Please explain. |

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| Working Time  (For positions that require more than normal day work eg. travel, longer hours of work, shift work, weekend, work etc.) |
| What were the applicants working hours’? [And how well did he cope with working those hours?] |

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| Other |
| Is there anything else you think we should know about or consider that is relevant? |

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| Reference Assessment | | | | | | | |
| Please mark the relevant box to the criteria below:  1 Referee’s comments do not support the application  2 Referee’s comments are neutral, neither supporting or not supporting the application  3 Referee’s comments support the application | | | | | | | |
| Criteria | | N/A | 1 | | 2 | | 3 |
| Knowledge Of Applicant | |  |  | |  | |  |
| Operational Experience | |  |  | |  | |  |
| Customer Service | |  |  | |  | |  |
| Workplace Health & Safety | |  |  | |  | |  |
| Team Spirit | |  |  | |  | |  |
| Time Management | |  |  | |  | |  |
| Innovation | |  |  | |  | |  |
| Working Time | |  |  | |  | |  |
| Other | |  |  | |  | |  |
| Interviewer(s) comments: | | | | | | | |
| Does the reference support the applicant’s application? | | 🞎Yes | | 🞎 Partly | | 🞎 No | |
| Interviewer(s) signature(s) |  | | | | | | |