

Verbal reference check template

Candidate's name:

Name and position of referee:

Position applied for:

Reference check conducted by:

Date reference check conducted:

We are required to obtain the candidate's permission to contact their referees. Please ensure consent has been obtained before continuing with this process. Note referees should be current or previous managers that can speak to the candidate's work performance.

You may wish to use a combination of some or all of the suggested questions below balanced with additional questions related to the selection criteria.

Additional questions for management/leadership and academic positions can be found on page 3.

The candidate has provided you as a referee in their application with Southern Cross University. The information contained in this document will be treated in confidence, and we will not disclose any personal information without your consent, or unless required or authorised by law. Do you wish to continue?

Yes No

Please outline the relationship between yourself and the candidate. How long did you work with them?

Could you briefly describe the key duties and responsibilities of their position?

How would you describe their performance?

What would you consider their key strengths?

Were there any significant achievements you recall during their tenure?

How would you describe their communication skills? Was there any specific feedback from key stakeholders regarding their communication style?

Can you comment on their interpersonal skills and how they worked with their peers and management?

Please comment on their level of drive and motivation and approach to their work.

Can you comment on their reliability, punctuality, attendance and professionalism?

Describe their ability to manage time and competing priorities.

Outline the applicant's position: How would you assess their suitability for this position overall?

What was their reason for leaving?

Were there any areas for future development?

Would you re-employ the applicant if the opportunity was presented?

Yes No

Any final comments?

Additional questions for Management/Leadership positions

Describe the level of complexity, innovation, and initiative required to perform their role and any significant achievements of objectives, programs, or projects.

How would you describe their leadership ability and style?

What qualities does the candidate have as a leader/manager? Can they influence and lead others? Can they implement a vision?

Additional questions for Academic positions

What is your assessment of the candidate's performance in learning and teaching, research, and engagement?

Please comment on any specific achievements, e.g., enhanced student experience, attracted research funding.

Has the candidate supervised Ph.D. students? If so, can you comment on completion rates?

Describe your observation on their approach to collaborating with colleagues within the university and industry/government and any significant results from these collaborations.

Thank them for taking the time to provide feedback and pass on your details if they wish to give more information.

Referee reports should be discussed with all participating panel members to allow for a fair and consistent approach to the selection process.

Completed templates are to be forwarded to jobs@scu.edu.au. The Recruitment team will notify you on delegate approval to confirm the offer details to issue the employment contract.