Employment Dates

\_\_\_/\_\_\_\_ - \_\_\_/\_\_\_\_

(confirm dates with Referee)

**CANDIDATE REFERENCE CHECK - Management**

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| --- | --- | --- | --- |
| Applicant: |  | Position Held: |  |
| Referee’s Name: |  | Position Held: |  |
| Company Name: |  |
| Can I confirm your working relationship with the applicant?  |
| What were his/her responsibilities? |
| Competent in the role? |
| How did he fit in with the team and those he worked for?   |
| How did he / she interact with clients / guests? |
| Handling of work objectives / pressure / deadlines?  |
| What did you see as particular strong points?  |
| What are the areas that could develop further (eg. time management; technical skills)? |
| In the role that he/she has applied for he /she will be responsible for (*eg Managing a small team as Finance Manager*). How do you see him/her handling that role? |
| Ability to correctly follow procedures / instructions? |
| Leadership Traits? |
| How would you rate his/hers Honesty and Integrity? |
| Communication skills? (Verbally and written at all levels)  |
| Problem Solving skills (able to provide solutions “on the spot” as well as strategic and long term |
| Is there anything that I should be aware of when placing him / her in a position? |
| Any issues with personal presentation / attendance/punctuality? |

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| --- | --- |
| Would you re-employ? |  |
| Reason: |  |
| Further Notes: |
| Completed By: | Date:  |