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: |