# Reference Checking

Below are some sample questions that can help you find out about a candidate's job responsibilities and general performance.

The interviewer should follow up any negative statements with a request for explanation. If any opinions that will seriously prejudice the candidate’s chances for employment are given, the interviewer should ask whether they can recall any particular incidents that gave rise to that opinion.

The interviewer should also follow up on incomplete or hesitant responses, prompting with such phrases as ‘Would you elaborate?’ ‘Can you explain?’ or ‘You sound as if you have some reservations’.

Candidates Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Referee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referee’s Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referee’s relationship to candidate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Introduce yourself to the referee and explain that the candidate has stated that he/she was employed with your business in the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

from to at a salary of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirm that the information that you have is correct.

Also tell the referee what position the candidate is applying for on your farm. If the referee agrees to speak with you about the candidate, below are some questions to guide your discussion.

## Questions for Referee

1. What were his/her duties?

2. Which of these duties did he/she devote most of their time to?

3. How would you rate the quality and quantity of his/her work?

4. Were there any areas in which he/she performed especially well?

5. Were there any areas in which he/she failed to meet expectations?

6. How would you describe his / her attitude towards work?

7. What were his/her interpersonal and communication skills like with peers, management, sub ordinates and suppliers (if relevant)?

8. Was he/she dependable?

9. What, in your view, are his/her strengths?

10. What about his/her weaknesses?

11. What kind of work environment do you think he/she would perform best in?

12. Did his/her conduct ever require disciplinary measures? If so, would you please elaborate further?

13. How would you describe the relationship between him/her and other staff?

14. Why did he/she leave your business?

15. Would you employ/re-employ him/her?

16. Is there anything about him/her that you think we should take into account before considering them for the position on our farm?

17. Is there anything else about him/her that you think would be relevant to his/her application and suitability for the position on our farm?

Reference conducted by:

Signed: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_