<Insert Landcare Entity Name>

Candidate Reference Check

<Insert position title that the candidate has been interviewed for>

**Date: <Insert date>**

**Reference Check for: <Insert Candidate’s name>**

**Position Applied for: <Insert Position Title>**

**Referee’s Name: <Referee’s name>**

**Title & Company: <Referee’s position title and company>**

**Phone: <Contact number>**

**Candidate’s role within your organisation: <role candidate held>**

**Dates candidate was employed: <date of employment>**

Questions for Referee:

**Effectiveness in role**:

* “How effective was <name> in the performance of their role?
* “Why do you say that?”
* “How was their performance measured?”

**Strengths:**

* “What would you say <name’s> strengths are?
* “What supports this?”

**Technical Competence**:

* How would you describe <name>’s level of technical skills and knowledge?
* Ask a related question about the technical skills required of the position being applied for

**Manages pressure and deadlines**:

* “How well does <name> deal with pressure and meeting deadlines?
* “What are some examples of times when <name> was required to work under pressure?”

**Supervisory skill and style**:

* *“Did <name> supervise any other staff whilst in their position?”*
* *If yes, “Can you tell me about <name’s> supervisory abilities and style?*

**Areas of improvement needed**:

* *If any, what would you say are the performance areas where* <name> *may need further development?*

**Interaction with all levels of management and staff**:

“How well does <name> interact with different levels of management and other employees?”

**Reason for leaving**:

* “Can you tell me why <name> left your organisation?”

**Honesty and integrity**:

* “How strong did <name> recognise, promote and adhere to your organisations values?”

**Management Style**

* “What would you say is the best management style required for <name>?”
ie. Micro-managed, given clear objectives, given some autonomy etc

**Rehire**

* “If your organisation had the opportunity again, would you rehire <name>?”

**Other:**

* “What other points about <name> do you think are worth adding that we haven’t covered as yet?”

**Thank you:**

Thanks for your time and the information you provided about <name>, we will also be contacting other nominated referees before a final decision is made.

Again thank you for your time.

Pertinent points to follow up in next reference check:

Pertinent points to follow up with candidate: