**COMPANY LOGO**

**Reference Check for Employee Name – Job Title**

To comply with Australian Privacy Laws, EMPLOYEE NAME may request to view the information provided in this reference check. On that basis are you happy to proceed?

**Referee Name:**

**Referee Title & Company:**

**Professional Relationship to Name:**

**Name employment dates:**

**Name reason for leaving:**

What was Name’s position when working with you?

What were Name’s responsibilities in this position?

How would describe Name’s overall performance in this position?

What were Name’s key strengths?

Were there any areas that required development?

What management style did Name best respond to?

Can you comment on Name’s reliability, punctuality and attendance?

Ability to work as part of a team and communicate with others within the organisation?

Why did Name leave?

Would you rehire Name if given the opportunity?

Do you have any other comments you would like to make regarding Name?

Reference date: Date

Reference by: Employee/Recruiter name