

ANNEXURE II

This format is designed to help check the applicant's references to assess suitability for the position. Reference checks helps to make more informed decisions for the selection of suitable candidates.

Reference Check

Applicant: _____

Date: _____

Position applied for: _____

Referee's name & details: _____

Reference check conducted by: _____

Introduction

The Administrative Section/HR Division, (College/OVC) would like to conduct a reference check (*through call or requesting to fill in the question form and send back*) for**(Candidate's Name)**, who is being considered for the position of**(Mention post and discipline)**. Your identity and responses will be kept confidential and we request that you also to treat this as confidential.

Your details have been provided by **(Candidate's Name)** and we would like to seek information about the candidate.

The reference check will take approximately 10 minutes to complete. Please, fill in the form and send back to us or we can call you and seek information about the candidate.

Explain the responsibilities of the job briefly and the factors you will be assessing through the reference check.

General Questions

In what capacity do you know the applicant?	
How long have you known (or worked with) the applicant?	
Is the applicant still working with the employer? If No, what was the applicant's reason for leaving? (Applicable only for those with working experiences)	
Specific Questions	
What duties and responsibilities does/did the applicant have? (Applicable only for those with working experiences)	

<p>How would you describe the applicant's overall work performance?</p> <p>(Applicable only for those with working experiences)</p>	
<p>Is there any notable contributions that the applicant had made?</p> <p>(Applicable only for those with working experiences)</p>	
<p>What would you say are the applicant's strengths?</p>	
<p>What would you say are the applicant's development areas (e.g. weaknesses)?</p>	
<p>Have you had any concerns with the applicant's performance?</p> <p>If yes, please explain when these issues were identified? When were they discussed with the individual? What work were done to improve and what were the progress made?</p>	
<p>On a scale of 1 to 10 (1 being the lowest and 10 the highest), can you please rate the applicant's:</p>	
Reliability	
Punctuality	
Integrity	
Communication skills	
Professionalism. (Applicable only for those with working experiences)	
<p>In closing</p>	
<p>Would you recommend the applicant for the position? Why/why not?</p>	
<p>Do you have any final comments?</p>	
<p>Thank you for taking the time to provide feedback. If you wish to provide any further information, you can contact us via OR phone number</p>	