Record of Telephone Reference Check

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

Applicant's Name:	
Name of Referee:	
Company:	

has given your name as a referee in their application for the position of at . The information that you provide will be treated in confidence, but I need to inform you that it may be released if application is made under the legislation. Do you wish to proceed?

1. Would you please outline the working relationship that existed between and yourself?	
2. Could you give a brief description of the role undertaken by ?	
3. Do you consider their performance to have been of a satisfactory standard and specifically, did they demonstrate any particular skills/abilities that you would rate as being above average?	
4. Overall, what would you consider to be their strengths and weaknesses?	Strengths: Weaknesses:
5. How would you describe interpersonal skills and specifically, their ability to communicate effectively with a wide range of people?	
6. If the opportunity presented itself, would you reappoint them?	
7. Can you tell me why left your organisation?	
8. *Outline the appointment to be filled and then ask them:* How do you think would fit in?	
9. Are there any other comments you would like to make?	

Your time and input are very much appreciated. Thank you.

Interviewed By
Name: **Signature:** **Date:**