Name of prospective employee………………………………………………………

Position applied for…………………………………………………………………………

Referee’s Name …………………………………………………Phone Number………………………………………………..

1. In what capacity do you know the prospective employee? (If personal referee, adapt question or ask more details of relevance to the context the referee has experienced with them.)

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1. Can you describe the responsibilities in that role?

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1. How long have you known her/him?

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1. What were the person’s strengths as an employee?

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1. How well did the person manage complex multiple responsibilities?

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1. Does the person follow tasks through?

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1. How would you describe the person’s ability to get along with other people? Peers? With managers? With clients?

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1. How would you rate the person’s leadership skills?

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1. Is the employee a team player?

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1. Would you describe the person as reliable? Responsible?

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1. Does she/he demonstrate initiative at work? Can you think of an example?

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1. How does she/he handle pressure? Can you give any examples?

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1. Would you rehire this candidate?

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. Is there anything you know about this person that you consider makes her/him unsuitable to work for a disability organisation?

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1. This role involves (note the job role) eg Human Resources, Assets management, Marketing, Finance and business.

How would you rate this person on these?

HR ………………………………………………………………………………………………………………………………………………..

Assets …………………………………………………………………………………………………………………………………………..

Marketing …………………………………………………………………………………………………………………………………….

Financial Management …………………………………………………………………………………………………………………

Strategic Planning …………………………………………………………………………………………………………………………

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Name of person doing the check ……………………………………………

 Signature………………………………………………………………………………. Date…………………..

Comments from referee checker if wish.