

## REFERENCE CHECK

### General Guidelines

The person responsible for hiring should obtain at least two references which confirm the suitability of the recommended applicant/s.

Please seek specific examples where possible to support the referee's comments. You may also elect to check one or two behavioural based interview answers to questions asked i.e. examples provided to you during the interview.

### Template

We have developed the following template to assist you in conducting a reference check.

In Parts 3 to 5 select the most relevant questions to your position – it's not imperative to use all these questions if they do not suit your needs.

Part 5 is included if you choose to add questions specifically tailored to the role as the questions in the template are designed to be generic. For example, you will need to include questions around specific job related experience and skills, qualifying information provided by the candidate at interview and exploring their fit with you, your ministry team and your church.

## REFERENCE CHECK

<b>Date:</b>	<b>Name of Candidate:</b>
<b>Position reference for:</b>	
<b>Referee's title:</b>	
<b>Referee's organisation name:</b>	
<b>Referee's work address:</b>	
<b>Referee's work telephone no:</b>	

### PART 1: INTRODUCTION/PRIVACY STATEMENT. Please read this statement out to the referee:

(Name of candidate) \_\_\_\_\_ has provided your name as a referee. Is this a convenient time for you to talk with me? The process will take approximately 20 – 30 minutes. This reference will be used in the overall evaluation of the candidate. This conversation and the information collected may be disclosed, if requested by the candidate, through a face to face debrief.

### PART 2: JOB CONFIRMATION QUESTIONS:

<b>What was/is your relationship with the candidate?</b>	
<b>How long have you known the candidate?</b>	
<b>Can you please confirm their position?</b>	
<b>What was their reason for leaving?</b>	
<b>Did you manage them directly?</b>	Yes/No
<b>Can you please confirm their dates of employment?</b>	
<b>Please describe their key responsibilities:</b>	
<b>Please describe their strengths?</b>	

**REFERENCE CHECK**

PART 3: PERSONAL ATTRIBUTES:	
How would you describe the quality and accuracy of their work?	
How well did they manage their time? Did they meet deadlines? Did they 'get the job done'?	
Can you please describe their verbal and written communication skills?	
How would you describe their interpersonal and relationship building skills?	
What values were important to them?	
How did they manage stressful situations?	
How would you describe the maturity of their faith?	
What leadership style brought out the best in the candidate?	
PART 4: TEAM QUESTIONS:	
How did the following people regard the candidate:	
Peers	

**REFERENCE CHECK**

Senior Rector/s or Manager	
Peers/Rectors/Bishops within the diocese/ External stakeholders	
The congregation/ Internal stakeholders	

**PART 5: ROLE SPECIFIC QUESTIONS:**

E.g. Please describe the quality and substance of their preaching?	

**PART 6: FINAL STANDARD QUESTIONS:**

Is there any additional information that you think I should be aware of concerning _____:	
Would you rehire _____? Why/Why not?	

“Thank you very much for your time.”