STEPS FOR CHECKING

REFERENCES

# Step 1: Request and obtain referee details from your shortlisted applicants

# Step 2: Compile a list of questions to asks the referees

* What duties and responsibilities does/did the applicant undertake?
* What is the applicant’s reason for leaving?
* What is your relationship with the applicant?
* In what capacity is/was the applicant employed by your business? What were the dates of their employment?
* Performance specific questions relating to the position.
* How would you describe the applicant’s strengths?
* What would you say are the applicant’s development areas (eg. weaknesses)?

# Step 3: Contact the referees

# Step 4: Choose a successful applicant

To help make your final decision use a combination of the following:

* The information that you’ve collated during the reference check
* Their interview and application, to help you pick the best person for the job.