# Reference Check Report

This template is for Parliamentarians to issue to a nominated referee as part of a Members of Parliamentarian (Staff) Act (MOP(S) recruitment assessment process.

Thank you for taking the time to complete a reference check report for the nominated candidate. Please advise us if you do not wish to provide a reference, or if the request has been sent to you in error.

In completing this report, we ask that you provide detailed and accurate responses about the candidate and their work-based skills, capability, behaviours and professional integrity to assist the panel to determine the candidate’s suitability for the role they have applied for.

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| Candidate Details | |
| Candidate Name: |  |
| Job applied for: |  |
| Reference Details | |
| Referee Name: |  |
| Referee Position Title: |  |
| Employed at: |  |
| Nature of Relationship *(e.g. Current Manager):* |  |
| Length of relationship: |  |
| Are you available for a follow up discussion (if required)?*[There are occasions when a follow up discussion is required to discuss the information provided by the referee]* | Yes/No If yes, can you please provide your preferred contact details and most suitable time for contact. |
| **Section 1: Skills and Capability** | |
| Do you believe the candidate has the skills to competently perform the role? |  |
| What strengths did the candidate consistently demonstrate in their role? |  |
| Where could the candidate benefit from further development? |  |
| How does the candidate display resilience and adaptability when working in a high-pressure environment? |  |
| How does the candidate effectively meet deadlines and manage their workload? |  |
| Does the candidate work well and contribute in a team environment? |  |

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| **Section 2: Integrity & Behaviours** | | | |
| Have you identified any issues with the candidate’s attendance at work? *(e.g. regularly late/absent without valid medical reason/evidence).* | |  | |
| Have you had any concerns with the candidate’s performance, both their deliverables and behaviours?  If yes, please explain when these issues were identified? When were they discussed with the individual? What work are they doing to improve and what progress has been made? | |  | |
| Has the candidate received any official warning, or is currently under investigation for any breach of workplace integrity matters? | |  | |
| In your opinion, do you believe the candidate would call out any inappropriate or disrespectful behaviour they observed in the workplace? Why/Why not? | |  | |
| **Section 3: Further Commentary** | | | |
| Would you re-hire this candidate?  Why/Why not? | |  | |
| Do you have any further comments surrounding the candidate’s skills, capability, behaviours and professional integrity that you believe the potential employer should be aware of? | |  | |
| Referee Name | Referee Signature | | Date |
|  |  | |  |