



Farry Riddell Business Consultancy

Level 6, Forsyth Barr House
The Octagon
Dunedin, NZ
+64 3 477 0927

CONFIDENTIAL REFERENCE TEMPLATE	
Candidate Name:	Date:
Referee:	Reviewer:
Title:	
Reporting Relationship:	
Company:	
Employment Dates: From: To:	
Job Title:	
Reason for leaving:	
Can you outline 2 or 3 of the applicant's key responsibilities?:	
Work Performance: How would you describe the applicant's overall level of competency?	
Technical proficiency: What specific computer systems were they using and how would you rate their proficiency?	
Attention to detail/accuracy: Could you comment on their attention to detail and accuracy?	
Problem solving/initiative: Can you give me an example of how they demonstrated initiative and problem solving:	
Learning ability: How would you describe their ability to be adaptable in learning new systems/procedures etc?	
Honesty and integrity: Have you ever had any reason to doubt their honesty and integrity? If yes, could you please describe the situation?	
Organisation/prioritization skills: How effective were they in planning and prioritizing? Did they achieve tasks?	
Comment on written/verbal skills: How would you describe their communication skills – both written and verbal?	
Commitment to team work: How would you describe their interpersonal skills? Their ability to work with a team?	

Handling difficult person/situation: Can you give an example of how they usually handled difficult situations?
Attitude: What words would you use to describe their personality?
Relationships: What was the nature of their interaction with peers/subordinates/supervisors/clients/customers?
Level of commitment: How would you describe their level of commitment to their role and the company?
What affects and motivates: What motivated this applicant? How driven to succeed are they?
Strengths: What would you say their main strengths were?
Management style (if applicable): How would you describe their management style?
Grooming/personal presentation: How would you describe their level of presentation and grooming?
Most significant or major contribution to the work environment: What impressed you the most about the work they did for you?
Areas for developing/training: What skills could have been improved upon? What areas could be considered weaknesses?
Attendance: Punctual? Sick/special leave? Reliability?
Would you re-employ? Similar position? Another position?
Further comments: