

SAMPLE REFEREE QUESTIONNAIRE

The questions below refer to *(name of the candidate)* who has applied for the post of *(job title)* within *(name of your company)*.

For your information, the main activity of *(name of your company)* is:

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For your information, the post of *(job title)* will entail the following tasks:

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Please provide brief responses to the following questions and return to me by fax to *(fax number)* or by post using the envelope provided. Alternatively, you can contact me by telephone on *(telephone number)*.

Employment Facts

- Dates of employment within your company :
- Job Title :
- Salary / wage level :
- Promotions in the course of employment :

Roles and Duties

- What were *x's* main duties within your organisation?

- Did *x* work mainly within a team or on his/her own?

Relationships with Superiors and Colleagues

- How would you describe *x's* relationships with his superiors?

- How would you describe *x's* relationships with his colleagues?

Skills and Qualities

- Briefly describe **x's** strongest skills?

- Briefly describe **x's** best personal qualities?

- Briefly describe any weaknesses you feel **x** has?

- How would you describe **x's** level of customer care skills?

- How would you describe **x's** ability to work unsupervised?

Ability to Learn and Adapt

- Did you find **x** to be adaptable to different situations?

- Was **x** open to training, learning and developing new skills?

Attendance and Punctuality

- Did **x** have a good attendance record?

- Did **x** have a good punctuality record?

THANK YOU FOR YOUR HELP.