

APPENDIX 2

SESSIONAL ACADEMIC REFERENCE CHECK TEMPLATE

You are required to announce the following statement to the referee:

"Candidate Name has applied for a position with the University of Newcastle, Australia. They have given us your name as a referee.

Your responses to the following questions will be used to inform the selection process and the file note will be stored by the University, should they be appointed.

This information will not generally be provided to the applicant and will be treated as confidential, however, in certain cases it could become available (for example if it is requested under the Government Information (Public Access) Act)."

Conducted by

Date of Reference Check

Candidate's Name

Position Applied for

Referee Name

Title

Company

QUESTIONS

You should provide the referee with some basic information about the position being applied for.

What was the candidate's job title?

What was the reporting relationship to the referee and for how long? (if not direct, who did the candidate report to?)

When did the candidate work for the company? Confirm dates.

What were the main responsibilities of the job?

What was the candidate's reason for leaving?

Were there any issues with regard to attendance, punctuality, fitness for work? (Was the candidate willing to work extra hours at busy times?)

The following questions must be based on the selection criteria in the position description

1. Criteria relating to	

2. Criteria relating to	

3. Criteria relating to	

4. Criteria relating to	

5. Criteria relating to	

6. Criteria relating to	

7. Criteria relating to	

How is the candidate best managed? What motivates him/her?

What were his/her significant achievements whilst with your organisation?

What are the candidate's overall strengths or skills (technical and interpersonal)?

In what areas do you feel the candidate could further develop their knowledge or skills?

Would you reemploy the candidate?

Additional comments

To support ongoing improvements in UON systems and processes, Human Resource Services can now accept and store forms electronically. An approved form can be submitted as:

- an attachment to an email that contains the approval as text in the body of the email, OR
- a signed and scanned copy.

Chairperson/or nominee signature

Date

Any personal information collected on this form must be collected, stored and used in accordance with the Privacy and Personal Information Protection Act NSW 1998 and the University's [Privacy Management Plan](#).



Email form to your
Recruitment Officer