

## Reference Check Questions

### Chabad Youth

[When developing this list of questions for use in your organisation's recruitment procedures, you may wish to draw from the following sample questions for applicants for 'involved' positions. To develop a complete questionnaire you need to add other questions relevant to the role and duties for which you are recruiting.]

You must at a minimum ask the following as part of the referee check process:

- What is the nature and duration of your professional relationship with the applicant? (including verification of information in resume or provided by applicant i.e. applicant's position title, dates and duration of employment, main duties and responsibilities, assessment of performance in that role, experience working with children and/or young people)
- Do you have any concerns about the applicant's capability (e.g. appropriate skills, knowledge) to work with children or young people?
- Do you have any concerns about the applicant's suitability (e.g. appropriate demeanour, values, reliability) to work with children or young people?
- Have there been any incidents, findings, allegations or disciplinary action against the applicant in relation to allegations of inappropriate behaviour with respect to children or young people?

**Additional Optional Questions** [Recommended for use when the position the position being recruited works predominantly with children or young people]

- How would you describe the applicant's strengths in working with children or young people?
- How would you describe the applicant's weaknesses in working with children or young people?
- Would you tell me how the applicant relates to children or young people?
- Are there any challenges that the applicant would face in working and engaging with children or young people?
- Are there any age groups that the applicant may not be suited to work with?
- Does the applicant use an appropriate language and tone of voice with children or young people?
- Have you observed the applicant disciplining a child or young people? What strategies did he/she use?



- Can you tell me about a situation when the applicant had to handle a child or young person who was angry and lashing out physically?
- How did the applicant relate to that child/young person's parents?
- Do you have knowledge of the applicant understanding of reporting procedures in relation to concerns about a child or young person's welfare?
- Does the applicant become angry easily?
- How does the applicant respond when children or young people are demanding, challenging or provocative?
- Do you know of any instances where the applicant has acted outside the boundaries of his/her role?
- Would you employ the applicant again?

#### Chabad Youth

1 A'beckett Street East S. Kilda 3183  
 Ph: 9522 8274 Fax: 9522 8255  
 Email: info@chabadyouth.org  
 Web: www.chabadyouth.org



# Reference Check Template

The reference checker should prepare this pro-forma to suit the position that has been advertised. Questions marked with a '\*\*' are mandatory when recruiting individuals for a position which works with children, and their answers must be recorded on this form.

<b>**Candidate's Name:</b>		<b>**Date of check:</b>	
<b>**Referee's Name:</b>		<b>**Position:</b>	
<b>**Company Name:</b>		<b>Contact No:</b>	

## 1. INTRODUCTION

*[Here you may like to introduce yourself (name and position). Eg. "Your name has been provided by the applicant to act as a referee for their application for employment." You then may like to provide the referee a brief outline of the position the candidate has applied for and the duties and responsibilities of the position. You then may inform the referee of the implications of the check, E.g. "The information you give may be used to assess the potential employment of the candidate. Are you happy to proceed and act as a referee? Further do you understand and accept that any comments I note may be accessed by the candidate under the Privacy Act? If they are unhappy to proceed or do not accept the implications of the check, do not continue the check.]*

## 2. REFEREE'S RELATIONSHIP WITH THE APPLICANT

<b>**Dates of Employment:</b>	<b>Commenced:</b>	<b>**Current / Finished:</b>
<b>**Applicant's position / role:</b>		
<b>**Referee's relationship to applicant:</b>	<i>E.g. Supervisor, Performance Manager, Friend, Colleague</i>	
<b>**How long has the referee known the applicant for?</b>		

## \*\*SAFEGUARDING REQUIREMENTS OF REFEREE'S RELATIONSHIP

*[If the role being applied for involves responsibility over children or young people, the organisation's safeguarding accreditation stipulates certain requirements of the referee. These are that they must have knowledge of the applicant's suitability to work with children; and must be associated with the applicant's professional life (rather than personal). The questions below guide meeting these requirements.]*

**\*\*Please circle yes / no to the following questions if the applicant is applying for a role which has responsibility for children and / or young people:**

- **\*\*The referee has a professional relationship with the applicant:** Yes / No
- **\*\*The referee has knowledge of the applicant's suitability to work with children:** Yes / No

**\*\*If any of the answers are no, please either seek an alternative referee, or provide an explanation below for why the reference check is proceeding.**

---



---



---

---

---

**3. QUESTIONS ABOUT APPLICANT  
CANDIDATE KEY DUTIES / RESPONSIBILITIES**

*[These may be tailored to the types of skills required in the role you are hiring for – some examples are:]*

Q. What were the candidate's main duties / responsibilities in their role?

---

---

---

Q. Was the candidate required to supervise or be responsible for children and / or young people?

---

---

---

**CANDIDATE'S PERFORMANCE**

*[These may be tailored to the type of performance you are keen to see in the role you are hiring for – some examples are:]*

Q. What were the candidate's key strengths?

---

---

---

Q. Were there any areas where the candidate's performance did not meet the position requirements?

---

---

---

Q. What level of supervision did the candidate require?

---

---

---

Q. How would you describe the candidate's ability to work as part of a team?

---

---

---





Q. How did the candidate manage under pressure and / or stress?

---

---

---

Q. What was their work ethic like (punctuality, reliability, honesty)?

---

---

---

Q. Did the candidate demonstrate a willingness to follow procedures and policies?

---

---

---

Q. Would you employ them again?

---

---

---

**\*\*SAFEGUARDING CHILDREN AND YOUNG PEOPLE QUESTIONS**

*[Here we encourage you to inform the referee that your organisation is a safeguarding organisation and that this requires certain reference check questions to be asked. This could be worded as:*

*“Our organisation is committed to being an organisation which safeguards children and young people from abuse and neglect by our staff or volunteers. We undertake a number of activities and steps to achieve this, including a thorough screening process to try to prevent inappropriate individuals from joining our organisation. As a part of this, we’d like to ask you a few questions which consider this candidate’s appropriateness to work with children and young people”]*

**\*\*Q. Do you have any concerns about the applicant’s capability (e.g. appropriate skills, knowledge) to work with children or young people?**

---

---

---

**\*\*Q. Do you have any concerns about the applicant’s suitability (e.g. appropriate demeanour, values, reliability) to work with children or young people?**

---

---

---





**\*\*Q.** Have there been any incidents, findings, allegations or disciplinary action against the applicant in relation to allegations of inappropriate behaviour with respect to children or young people?

---



---



---

*[Additional questions relating to children can also be asked here. See Reference Check Questions Additional Questions at beginning of template for suggestions]*

**3. END THE INTERVIEW**

*[You may wish to finish the reference check by giving the referee the opportunity to make any further comments]*

**Q.** Based on the description of the position for which the candidate has applied, is there anything else you would like to tell me about the candidate that may affect their ability to effectively undertake the role?

---



---



---

**Q.** Are there any other comments you'd like to make?

---



---



---

*[Advise referee that this concludes the reference check and thank them for their time.]*

**\*\*6. SUMMARY OF OTHER REFEREE OBSERVATIONS**

*Ensure to have a place for noting a summary of any other observations made by the referee, including any concerns or issues with the applicant. It is important to note these to ensure that anyone else who may get involved in the process is aware of them and can take them into consideration. In particular, concerns about the applicant may also be reason for discontinuing the applicant from being considered, something that needs to be followed up with the applicant, or something to be followed up through an additional reference or other screening checks.*

