

CRAGGY RANGE

— VINEYARDS LTD —

Reference Check for the Position of _____

| | | | | | |
|-------------------------|--|-------------------------|--|-------|--|
| Reference conducted by: | | Referee Contact Number: | | Date: | |
|-------------------------|--|-------------------------|--|-------|--|

| | | | |
|----------------------|--|--|--|
| Candidate's Name | | Candidate's Company | |
| Candidate's Position | | Candidate reported to | |
| Dates of employment | | Reason for leaving | |
| Referee's Name | | Referee's Company | |
| Referee's Position | | Candidate / Referee working relationship | |

Position

What were their key responsibilities?

Describe their key achievements in this role:

Attitude

How would you describe their level of self-motivation and attitude towards their work?

What do you think motivated them to do their job well?

How would you explain their temperament?

What management style and/or working environment do they respond to best?

Relationship Building, Interpersonal and Teamwork Skills

How well did they work with:

| | |
|---------------------------------------|--|
| Senior Staff: | |
| Colleagues: | |
| Their direct reports (if applicable): | |
| Customers: | |

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People Leadership and Influencing Skills (if applicable)

What techniques/strategies did they use to form a team and motivate their staff?

How effective were these?

How effective are they at building relationships internally/externally?

How effective were they in influencing key stakeholders of the benefit of their ideas, business initiative, project etc?

Innovation, Initiative and Problem Solving

How did they show initiative in their role?

Did they contribute any new ideas? If so, what were they? How did they manage these and follow through to implementation?

What types of problems did they typically come across and how did they handle them? *(probe for complexity of issues and how they approached the problem)*

Self Management

What was their time management like? *(probe for call cycle management if applicable for Sales position)*

How did they perform to deadlines and/or targets?

What kind of challenging or pressurised situations did they deal with? How did they respond?

To what level were they able to work with minimal supervision?

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|---|---------------|
| Sales Ability (if applicable) | |
| Describe their selling style. How successful was this? <i>(meet, exceed targets? Quality of client relationships etc)</i> | |
| | |
| Work Standards (incl attention to detail and accuracy) | |
| What was the quality of their work/reports/budgets? | |
| | |
| In what areas did they perform especially well? <i>Individual strong points/strengths</i> | |
| | |
| Were there any areas that they failed to meet expectations? <i>Individual limitations/weaknesses</i> | |
| | |
| Flexibility and Adaptability | |
| How did they deal with organisational change and new policies and procedures that impacted on their role? | |
| | |
| How did they react if things didn't go their way? | |
| | |
| General | |
| What were their IT skills like? | |
| | |
| How are they remunerated - salary/wages? | |
| | |
| Concluding Questions | |
| Do you have any reason to doubt their integrity or honesty? | Yes/No |
| If YES, please specify: | |
| | |
| Has attendance ever been an issue? <i>(probe for punctuality / absenteeism issues)</i> | Yes/No |
| If YES, please specify: | |
| | |
| Would you re-employ them? | Yes/No |
| If YES, please specify: | |
| | |
| As a future employer, is there anything else we need to know? | Yes/No |
| If YES, please specify: | |
| | |
| Confidentiality | |
| Should the candidate request to see this information would you like it released? | Yes/No |