



Terrington Consulting Professional Reference Check Private and Confidential

Consultant Name

Candidate Name

Referee Details

Name

Title

Company

Relationship to Candidate

**Duration of Professional
Relationship**

Client Statement Script

*Your details have been provided to us by
will be provided to prospective employers with*

*as a professional referee. The details of this reference check
consent to support their application.*

During the course of this reference check you will be asked to provide a rating of between 1 and 5, 1 being poor and 5 being excellent, in relation to a number of different performance criteria. You will also be asked to provide comments and elaborate where necessary.

The details that you provide us with will be stored in our database. Under relevant privacy legislation, has the right to request a copy of this reference check should they wish. Should you wish to retract any comments made during this reference check, you will need to do so formally and in writing.

Are you happy to proceed with this professional reference check?

Yes

No

Date:

If no, please comment:



1 Please describe your professional relationship with _____.

2 Please confirm his/her dates of employment and reason for leaving (seeking alternative employment).

Commenced:

Ceased:

Reason for leaving:

3 On a scale of 1 to 5, 1 being poor and 5 excellent, how well did _____ meet the overall objectives of the position in comparison to his/her peers?

Please provide examples

4 On a scale of 1 to 5, 1 being poor and 5 excellent, please rate _____'s honesty and reliability?

Please provide examples

5 On a scale of 1 to 5, 1 being poor and 5 excellent, please rate _____'s communication skills (Written, Verbal, Public Speaking)?

Please provide examples



6

On a scale of 1 to 5, 1 being poor and 5 excellent, please rate ability to work under pressure?

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Please provide examples

7

On a scale of 1 to 5, 1 being poor and 5 excellent, please rate ability to respond to constructive criticism?

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Please provide examples

8

On a scale of 1 to 5, 1 being poor and 5 excellent, please rate ability to respond to changes to process?

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Please provide examples

9

On a scale of 1 to 5, 1 being poor and 5 excellent, how well did operate within a team setting?

Please provide examples



10 On a scale of 1 to 5, 1 being poorly and 5 excellent, how would you rate _____'s skills?

Please provide examples

11 On a scale of 1 to 5, 1 being poorly and 5 excellent, please rate _____'s ability to display innovation?

Please provide examples

12 On a scale of 1 to 5, 1 being poorly and 5 excellent, how well did _____ coach, mentor and develop others (including direct reports)?.

Please provide examples:

13 On a scale of 1 to 5, 1 being poorly and 5 excellent, how was _____ regarded by his/her team mates?

Please provide examples:

14 What management style do you think _____ best responds to?

Please provide examples



15

What is
perform well at work)

motivated by? (What makes them want to

Please provide examples:

16

What are
potential risks that future employers should be aware of prior to employing him/her? (For
example is there a history of sick leave, a bullying claim, was the candidate being
performance managed, etc.)

's development areas? Are there any

Please provide examples:

17

In your opinion, what type of position is

best suited to?

Please provide examples:

18

has applied for the position of
Do you feel that this is a suitable career path for him/her?

Please provide examples:

19

Would you like to make any additional comments in relation to

Please provide examples:



20 Would you re-employ

YES **NO**

Please provide examples

21 From time to time, our clients request to contact professional referees to confirm the details recorded. Are you happy for us to provide your details to the employer in question?

YES **NO**

Comments

Thank you for the time that you have taken to complete this reference check.
