# Reference check template

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<table>
<thead>
<tr>
<th>Subjects dealt with</th>
<th>Responses, particular points</th>
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</thead>
</table>
| **I. Introduction** | ■ Name and function of reference person  
 ■ Presentation and reason for call  
 ■ Name of candidate and position occupied  
 ■ Vacant position applied for  
 ■ What type of interactions/ hierarchical link did the candidate have with the reference person?  
 ■ How long did you work with this person? |
| **II. Assessments in position occupied** | **Candidate's professional competencies:**  
 ■ What did their work consist of?  
 ■ What were their responsibilities?  
 ■ What were they most/least successful at?  
 ■ Main achievements?  
 **Candidate's personality:**  
 ■ How would you describe the candidate's personality?  
 ■ What are their main qualities and areas for improvement?  
 ■ With what type of personality would they get on with best/least in their work relationships?  
 ■ Were they involved in conflicts?  
 ■ If so, how did they manage them?  
 ■ Would you employ them again? |
| **III. New position** | ■ Presentation of vacant position (responsibilities, compatibility with candidate's profile, etc.)  
 ■ How do you see them in the position offered?  
 ■ In what areas might they encounter difficulties?  
 ■ Do you have any other information to share? |
| **IV. Conclusion and thanks** | ■ Thank you for your help |