



THE PROMISE FOUNDATION

For mental health, education and potential realisation

Internal Document - Confidential Candidate – Reference Check Questionnaire

Name of Candidate:.....

Advertised Position:

Date of Reference:

Name of Referee:

Organization:

1. Please describe your working relationship with [insert name of candidate]?
2. How long ago did you work with the candidate?
3. What are the candidate's **strengths**? (this may be picked up in the next questions as well but good to know the first attribute the referee presents)
4. How **planful** is the candidate? (this will have implications for task completion; ability to work within tight timelines)
5. Is the candidate **persistent**? (For example, if one aspect of a task has tedious routines or needs a lot of negotiating, does the candidate have the work attitude to continue with the same degree of engagement throughout?)
6. Is the candidate an **independent** worker? (This is essential.)

7. Is the candidate **discerning of quality**? (in the case of this appointment, is the candidate discerning of what is a quality lesson plan; requires theoretical knowledge as well as practical knowledge)

8. In your assessment, which **area of mentoring** would support the career growth of this candidate?

9. Please describe the relationships this candidate has had with peers. This would include interpersonal skills, leadership potential and capabilities for working with a team.

10. Is the candidate knowledgeable about culture and indigenous ways of living?

Conduct and Ethics (For Line Manager and HR Reference Check)

1. How do you know the candidate?
2. For how long have you known the candidate?
3. Do you have any suspicions that the candidate violated your organization's Code of Conduct, including sexual exploitation and abuse and sexual harassment in the workplace?
4. For roles with direct interaction with groups at high risk of SEA; would you consider the candidate suitable to work with children and / or vulnerable adults?
5. Hypothetically, would you like to employ or work with the candidate again? Why or why not?

Note: Completed reference check should be emailed to the Director, The Promise Foundation: promise@thepromisefoundation.org