



Love in Action Cambodia

Volunteers Reference Check

Reference Check Completed By: _____ Date: _____

Candidates Name: _____

Candidates Job Title: _____

Referee's Name: _____

Referee's Position and Organisation: _____

Your details have been given to us by the applicant as a referee.

The information you give may be used to assess the potential employment of the applicant.

Do you understand and accept that any comments we note may be accessed by the applicant under the Privacy Act?

Are you happy to proceed? _____

Standard Questions.

Did he/she report directly to you? _____

If not, what was the relationship between you? _____

What was your position during his/her employment? _____

What was his/her position during employment? _____

Could you confirm what period he/she worked with your organisation and how long were you his/her manager? _____

Can you give an indication of his/her attendance at work and punctuality? _____

What are his/her key responsibilities in this position? _____

What would you consider his/her major strengths to be? _____

Were there any areas where his/her performance did not meet the job requirements? _____

How would you describe his/her work ethic? _____

How would you describe his/her communication and interpersonal skills? _____

Could you give me an indication of his/her ability to prioritise project areas and manage time? _____

Did he/she work to KPI's? If so, please provide examples and did he/she meet these KPI's? _____

Did he/she ever work as part of a team? If so how would you describe his/her team style? _____

How many team members did he/she supervise? _____

How would you describe his/her style in managing staff? _____

What type of management do you think supports the applicant to perform at their best? _____

What do you think motivates the applicant? _____

Can you give me an indication of his/her reliability and confidentiality within the role? _____

What was the reason he/she left the organisation? _____

Given the right circumstances and the opportunity, would you consider re-employing the applicant? _____

May we contact you in the future should we require any further information regarding the applicant? _____

Thank you for your time.

Ruth Golder

Founder /Executive Director

Tracey Ham

Project Manager