## Telephone reference form

Do not use this form for candidates who need a work permit or for academic appointments

Please return this form to HR Services, University of York, Heslington, York YO10 5DD

|  |  |
| --- | --- |
| **Vacancy job title** |  |
| **Department / section** |  |
| **Candidate’s name** |  |

## About the referee

Ask the referee to confirm the following information about them.

|  |  |
| --- | --- |
| **Full name** |  |
| **Job title** |  |
| **Company / organisation** |  |
| **Referee’s telephone number** |  |
| **Date of reference check** |  |
| **Relationship to candidate** |  |

## Candidate details

|  |  |
| --- | --- |
| **Dates of employment** |  |
| **Final salary** |  |

**What were their main duties and responsibilities in the post they hold / held?**

|  |
| --- |
|  |

**What do you consider the individual's strong points to be?**

|  |
| --- |
|  |

**Are there any areas of improvement or development that the individual could focus on to become more effective at work?**

|  |
| --- |
|  |

**Does the individual require direct supervision, if so please explain?**

|  |
| --- |
|  |

**How would you describe the individual's performance in the following areas?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Poor |
| Quantity of work |  |  |  |  |
| Quality of work |  |  |  |  |
| Level of initiative |  |  |  |  |
| Cooperation |  |  |  |  |
| Adaptability |  |  |  |  |
| Conduct |  |  |  |  |

**What were the reasons for leaving?**

|  |
| --- |
|  |

**Would you re-employ the individual, if no please explain?**

|  |
| --- |
|  |

**Has any action been taken against the individual for misconduct or poor performance (eg disciplinary warning, extended probation)? If yes, please provide further details.**

|  |
| --- |
|  |

**Would you consider their attendance record and timekeeping to be:**

|  |  |  |
| --- | --- | --- |
| Good | Satisfactory | Poor |
|  |  |  |

**Can you confirm the number of days the individual was absent in the last two years and the number of occasions?**

|  |
| --- |
|  |

## Your details

|  |  |
| --- | --- |
| **Name** |  |
| **Department / section** |  |
| **Signed** |  |
| **Date** |  |

## What to do next

* Return the completed reference to HR Services, Human Resources, Heslington Hall, YO10 5DD