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| Reference Check Overview | |
| Applicant name: |  |
| Position applied for: |  |
| Name of referee: |  |
| Position of referee: |  |
| Contact details of referee: |  |
| Name of person conducting reference check: |  |
| Date of reference check: |  |

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| The applicant has provided your name as a referee as part of an application with us here at The University of Queensland. The information that you provide will be treated in confidence, though may be shared with Talent Acquisition and/or members of the selection committee. Please note however that under Queensland Privacy Legislation, the records of this reference check can be released to the applicant if required by law. Do you wish to proceed? |
| Yes  No |

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| Can you please firstly confirm the relationship between yourself and the applicant? How long have you known them? |
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| Can you provide a high-level overview of their key responsibilities? |
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| What would you consider to be some of their key strengths or accomplishments? |
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| Are there any areas you would have liked to see the applicant further develop in? |
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| How would you describe their interpersonal skills in communicating effectively & working with a range of people? What about their teamwork – how did they support their colleagues? |
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| What leadership style got the best results out of them? For example, did they require a lot of supervision or did they work well independently? Did they take direction well? |
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| *Please add any additional questions you would like to ask here: e.g. attention to detail, adapting to change, customer service orientation, time management skills* |
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| UQ’s values are creativity, excellence, truth, integrity, courage, and respect & inclusion. Do any of these values particularly speak to the applicant? Are there any values you believe they don’t meet? |
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| How would you describe the applicant’s attendance record? |
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| Do you know their reason for leaving the organisation/looking for a new position? |
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| If the opportunity presented itself, would you reappoint the applicant again? |
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| Are there any final comments you would like to add? |
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