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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 achievements? |
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| Are there any areas you would have liked to see the applicant further develop in? |
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| In thinking about their leadership style, how do they get the most out of their people and drive them to achieve results? Do you have any comments on their ability to build a cohesive, positive work culture?  |
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| How is their ability to build and maintain relationships with a large volume and diverse range of stakeholders? |
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| Could you talk to their ability to identify and improve inefficient processes? |
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| Was the focus of their role on the day-to-day operations or on bigger picture, more strategic thinking? Were they successful with this?  |
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| How do they handle pressure or setbacks? |
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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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| *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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| Do you know their reason for seeking out this position? |
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| If the opportunity presented itself, would you work with the applicant again? |
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| Are there any final comments you would like to add? |
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