Volunteers National Organization for Development and Humanitarian Services

Reference checking template for hiring new employees

You can use this template to help you check your applicant's references when you are hiring for a new job. Reference checks can help you verify the claims made by applicants in their interview and help you make more informed hiring decisions.

Suggested steps for checking references

Step 1: Obtain referee details from your interviewees or shortlisted applicants

At the interview stage, ask your applicants for referee details and get their permission to contact them. Referees are usually past or current employers of the applicant, but they can also be anyone who is able to provide details about the person's character, education or suitability for the job. Be aware that some applicants may be reluctant to have their current employer know that they are applying for another job.

Step 2: Decide what you want to ask the referees

Before you contact the referee, you should check what factors you need to check first. Are there any particular aspects of their application or their interview that you want to verify? Do you have any concerns about the applicant's suitability that the referee may be able to provide clarification on?

You can use the below to assist you with compiling your questions. The template has been colour coded to assist you to complete it accurately. You simply need to replace the <red> writing with what applies to your employee and situation.

Step 3: Contact the referees

Think about the best time to contact the referees. For some referees you may need to consider arranging a specific time to talk where they won't be busy and will have time to think about their answers.

Step 3: Choose a successful applicant

Use the information that you've collated during the reference check, as well as their interview and application, to help you pick the best person for the job.

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

Reference Check

Applicant:Ahamed Alrehaed Abaker **Date: 10/2/2025**

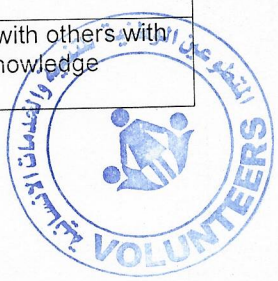
Position applied for: Finance Officer **Phone:**

Referee's details: Ahmed Hassan **Title: DPI Finance**
Manager

Reference check conducted by: Ahmed Hassan

Introduction	
My name is <Ali Musa Ahmed > and I'm calling to conduct a reference check for <Ahmed Alrehaed Abaker > who is being considered for a position with my business <VNODHS>. Your details have been provided to me by <Ahmed Alrehaed Abaker > and I would first like to check if you are prepared to provide a reference?	**Yes**
The reference check will take approximately 10 minutes to complete. Is this a good time for you? If not, when is a convenient time for us to continue this conversation?	**Call back** **Proceed**
Please note that this reference will be used in the overall evaluation of the applicant and will affect whether they are selected for the job. The information you provide may be given to the candidate if requested, Do I have your permission to precede?	**Yes**
<Briefly explain the responsibilities of the job and the factors you will be assessing through the reference check> Ahmed Alrehaed Abaker ,he work as a finance officer with our Organization in Nyala his main responsibility is : • Monitor and manage the organization's cash flow. • Ensure funds are available for operational needs and investments. • Prepare financial reports (monthly, quarterly, and annual). • Ensure compliance with tax laws, financial regulations, and internal policies. • Coordinate with external auditors during audits and others duty.	

General questions	
What is the nature of your relationship with the applicant?	I am his direct supervisor
In what capacity is/was the applicant employed by your business?	He dedicate ,supportive and cooperative with others with good communication skills and financial knowledge



What were the dates of their employment?	From: 13/5/2018 To: 28/2/2021
What duties and responsibilities does/did the applicant have?	Managing day to day financial transaction ,reporting and follow up with the bank account and bank reconciliation ,salary preparation and payment ,also he responsible for the supplies payment and others financial payment .
What the applicant's reason for leaving?	End of contract due to the lack of budget
General performance questions	He is good and willing to learn .
How would you describe the applicant's overall work performance?	He is good and honest and trustful and willing to learn .
What would you say are the applicant's strengths?	Commitment ,and very good communication skills
What would you say are the applicant's development areas (eg. weaknesses)?	He need to pay attention on his time management.
Have you had any concerns with their performance? If yes, please explain when these issues were identified? When were they discussed with the individual? What work are their doing to improve and what progress has been made?	No
Can you comment on the applicant's: - reliability - punctuality - attendance - professionalism - <insert other factors where relevant>	-Good -Good V.good Good
Job-specific questions	
<In this section, you should prepare your list of questions based on the skills or attributes required for the job, for example: *In this role, the applicant is required to be very well organised and be able to manage a very busy office.* *Please describe <applicant's name> ability to organise their workload?>*	
In closing	
Would you re-employ the applicant? Why/why not?	Of course Yes if he willing to joint us
Do you have any final comments?	NO



Thank you for taking the tame to provide feedback. If you wish to provide any further information, you can contact me on <+2490114050137	Ahmed Hassan

