

(Insert Name of Agency)

GOVERNMENT OF THE COOK ISLANDS

PO Box (insert Box #) Rarotonga Cook Islands Phone (682) (Insert phone #) (Insert website)

**Reference Check**

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| **Applicant name** |  |
| **Position applied for**  |  |
| **Agency** |  |
| **Date** |  |
| **Referee Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Contact Details** |  |
| **Working Relationship with Applicant** |  |

**Below are the KRAs for the role.**

**Ask the Referee “How would you rate Applicant** **on a scale from 1 to 5 in each area?”**

**Ask Referee to provide comments, if possible.**

Ratings *–* 1 = Below Standards, 2 = Meeting Some Standards, 3 = Meeting Standards, 4 = Above Standards and 5 = Above Standards

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| **Capability Profile (KRA’s)**  |
| (Insert key KRAs/ skills/knowledge attributes from the job description) | **1-5** | **Comments** |
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| (Insert key personal attributes/professional ethics/values from the job description here) | **1-5** | **Comments** |
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**What were (Insert Applicant name) key responsibilities when he/she worked with you?**

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**In your opinion what were his/her major strengths?**

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**His/her major weaknesses?**

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**What areas do you think (Insert Name) will need continued professional development in?**

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**Would you re-employ or work with him/her? (If not why?)**

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**Do you have any final comments?**

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