

(Insert Name of Agency)

GOVERNMENT OF THE COOK ISLANDS

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

**Reference Check**

|  |  |
| --- | --- |
| **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

|  |  |  |
| --- | --- | --- |
| **Capability Profile (KRA’s)** | | |
| (Insert key KRAs/ skills/knowledge attributes from the job description) | **1-5** | **Comments** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| (Insert key personal attributes/professional ethics/values from the job description here) | **1-5** | **Comments** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**What were (Insert Applicant name) key responsibilities when he/she worked with you?**

|  |
| --- |
|  |

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

|  |
| --- |
|  |

**His/her major weaknesses?**

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

**Do you have any final comments?**

|  |
| --- |
|  |