

Reference checking is an important part of the Melbourne Metropolitan College's recruitment and selection process as it enables you to seek responses from colleges regarding the agent's actual performance. When the right questions are asked it is interesting to hear the responses that many referees provide.

The questions below can be asked for any position within the company. The form has been set up so that the responses of the referee can be typed directly into the screen

Reference Check

Agent:

Date:

College applied for: Melbourne Metropolitan College

Phone:

Referee's details:

Title:

Reference check conducted by:

General questions	
What is the nature of your relationship with the applicant?	
In what capacity/number of students enrolled for your college?	
From how long the agent is working with your organisation?	From: _____ To: _____
How the agent doing their duties and responsibilities?	
General performance Details?	
How would you describe the applicant's overall work performance?	
What would you say are the agent's strengths?	

What would you say are the agent's development areas (e.g. weaknesses)?	
Have you had any concerns with their performance?	
Can you comment on the agent's: <ul style="list-style-type: none"> - Reliability - Business Development - Engagement - Professionalism 	
In closing	
Do you have any final comments?	
Thank you for taking the time to provide feedback. If you wish to provide any further information, you can contact me on samadhi@mmc.edu.au	