**REFEREE DISCUSSION NOTE-TAKING TEMPLATE**

**How to use this Template:** Have one copy of the template for each panel member for each referee interview. It is recommended that all panel members be present and take brief notes on the template. That way the whole panel has the benefit of hearing the information with a record of it being created, to be used in later discussion by the panel.

**Questions for Referees** - A list of general, possible questions for referees and tips on doing referee interviews is available on a separate sheet and should be referred to in preparing for the call to the referee or referees.

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| **Initial Information including Applicant and Referee Details** |
| **Applicant name** |  |
| **Position title and number** |  |
| **Date panel spoke with referee** |  |
| **Referee name** |  |
| **Referee position, level and role** |  |
| **Nature of referee working relationship** (is the referee well-placed to provide a relevant reference?) |  |
| **Is there anyone else that would be better placed or also suitable to be a referee?** (Referees may tend to be more accurate if they know the panel might be going to their boss, or other referees, for information) |  |
| **Dates of working relationship** (Is the reference still likely to be current, useful and relevant?) |  |
| **Applicant’s position, level, and role during working relationship with referee** |  |
| **Has the vacancy JD and job context been provided to the referee?** (If not, explain the role in detail to inform a more useful discussion) |  |
| **Has the Panel obtained the JD for the position that the applicant occupied during the period being reported on by the referee?** (If not ask the referee to describe the job done by the applicant. This could help in comparing past work history to capabilities needed for the vacancy) |  |

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| **Notes for Discussion Points or Additional Questions Unique to the Specific Applicant** |
| (List discussion points)*
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| **Panel Members’ Notes of Referee Information** |

(Free flowing format or ability to ask specific questions – Refer to Guideline for example Questions)