

DRAFT PRO FORMA

(Insert Organisation Name Here)

(Please change content/wording to suit your organisation)

Referee Checklist

(Applicant) has applied for (position title) position with (Organisation)

Applicant Name:	
Referee Name:	

How do you know the applicant?			
Personal	Yes/No	Work	Yes/No

Personal attributes
What personal attributes stand out to make them a suitable candidate for this position.
What personal attributes do they have that would help them to cope with living and working in a remote environment.

Workplace information
What type of work did they do
What position did they hold
Please describe the skills they demonstrated in the workplace
Please describe the attitude they displayed to their work

Would you re-empy this person