

**Appendix 4**  
Sample Instructions for the Referee

**Structured Reference Checks  
Instructions for the Referee**

Thank you for agreeing to serve as a referee. To help you prepare for the reference check interview, we ask that you familiarize yourself with the following documents:

- ❑ Appointment Process Advertisement or summary of the responsibilities from the job description;
- ❑ Statement of Merit Criteria; and
- ❑ Reference Checking Form.

Please review these documents prior to the interview and have them on hand during the conversation. The reference checker will take notes on your responses on their own copy of the Reference Checking Form.

**The Reference Checking Form**

The Reference Checking Form is designed to keep the interview structured and to provide a written record of the information that you provide as a referee. It is not mandatory for you to fill in the Reference Checking Form in detail prior to the interview. However, the interview will go much more smoothly if you are prepared to give concrete examples of the applicant's job performance. Having some notes to draw from during the interview will enhance the quality of the information that is provided and will ensure the most efficient use of your time.

**Logistics**

The interview may take roughly 30 minutes to an hour to complete. Allowing sufficient time for preparation will foster a more efficient process.

**Note:** Once completed, the Reference Check Form is protected material and should be treated accordingly.

<p><b>Interview Date and Contact information</b></p> <p>Interview Date and Time: _____</p> <p>Reference Checker: _____ <i>(Name)</i></p> <p>Fax: _____ Phone: _____</p> <p>E-mail: _____</p>
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