Optional reference request questionnaire

[*To be copied onto departmental letterhead]*

## Request for a reference for [*Applicant name*]

The above-named is being considered for the post of [*post title*] and has indicated that you would be willing to provide a reference [or, for internal candidates, as they are moving within the University I am contacting you for information about their employment with your department]. I enclose the job description for this post, which include the selection criteria. I should be grateful if you would complete the enclosed reference request form and comment on how this candidate would meet the requirements of the post.

May I take this opportunity to thank you in advance for your assistance; your prompt reply would be much appreciated.

Yours sincerely



*To be completed by recruiting department*

|  |  |
| --- | --- |
| Applicant name |  |
| Post applied for |  |

## *To be completed by referee*

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Name of employing organisation/company or University department for internal movers |  |

## Please provide the following information in respect of the applicant

|  |  |
| --- | --- |
| In what capacity do you know the applicant? (*ie as line manager*) |  |
| What were the dates of the applicant’s employment? |  |
| What was the applicant’s job title? |  |
| What is/was the applicant’s salary? |  |
| Reason for leaving (*if known)?* |  |

**For applicants moving within the University only:**

Has the applicant successfully completed their probation period?

YES 🞎 NO 🞎

If NO, please give details of the date that the probation period would have ended if they had remained in post and note if this probation period was extended.

|  |
| --- |
|  |

At the anticipated probation end date, would the department have confirmed them in post, without any extension or further process?

YES 🞎 NO 🞎

If NO, please give details

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| --- |
|  |

## Please give your assessment of applicant’s performance (tick appropriate boxes)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Less than satisfactory | Unsatisfactory |
| Quality of work |  |  |  |  |  |
| Ability to meet deadlines |  |  |  |  |  |
| Working relationships |  |  |  |  |  |
| Communication skills |  |  |  |  |  |
| Timekeeping |  |  |  |  |  |

## During the course of their employment did you have any reason to doubt the applicant’s honesty?

YES 🞎 NO 🞎

## Subject to a suitable vacancy arising, and policy permitting, would you re-employ the applicant?

YES 🞎 NO 🞎

## Have there been any disciplinary/other formal employment proceedings against or by the applicant which are still considered ‘live’ (including any in process at present/at the time the employment ended?

YES 🞎 NO 🞎

If YES, please give details.

|  |
| --- |
|  |

**Please comment on the applicant’s suitability for the post as outlined in the enclosed further particulars and/or provide any further information you feel would be relevant to this appointment *where relevant such as for research posts, add* including any impact of Covid-19 on the applicant’s work.**

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|  |

Signed .................................................................................Date.....................................................

**I am willing to waive confidentiality and allow the candidate to see this reference:**

YES 🞎 NO 🞎

Unless you choose to waive confidentiality, this reference will be treated as strictly confidential, and held in accordance with the UK General Data Protection Regulation (UK GDPR) and related data protection legislation. Confidential references are exempt from disclosure to the applicant under Schedule 2, Paragraph 24 of the Data Protection Act 2018. However, you should be aware that there may be future circumstances in which the evaluation could be disclosed to the applicant (for example, in the context of litigation). Details of the terms of use for recruitment data recipients can be found at <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>