

## Reference Check

Student reports, written references and reference checks can be used to verify the learning and work history of an applicant.

When looking at student reports and written references, it is useful to pay particular attention to comments from teachers, previous employers and other referees regarding the applicant's attitude, motivation and willingness to learn and apply themselves, as well as their achievement in relevant academic areas and volunteer work.

A reference check involves contacting previous employers of an applicant, or other people who have known them well, such as teachers, to find out about their work or learning history. Conducting a reference check is important to ensure that the information that the applicant has given is an accurate reflection of their skills and experience. It is also a valuable source of information about the applicant's personal attributes.

When talking with referees, it is useful to create standard, targeted questions to ask all referees so that you get the information you require and can make fair comparisons across all applicants.

For examples of suitable questions, see

<http://www.fairwork.gov.au/ArticleDocuments/766/Reference-checking-form.docx.aspx>.