**References template – KTH**

**Introduction**

Present yourself and why you are telephoning.

Check that the referee has the time to speak. If he/she does not, book a time for taking up the reference. The estimated time for the conversation is 15 – 30 minutes.

**Taking up of references**

Date:

Referee’s name and position:

In what capacity do you know the candidate (manager, colleague, friend, etc.)?

How long have you worked together? If you no longer work together, when did you stop and why?

Can you please tell me about the candidate’s work duties? (Details of role, work duties, responsibilities, powers, participation in major projects, etc.)

Can you please tell me how you personally find the candidate as a colleague? (Ask the referee for concrete examples.)

What has distinguished the candidate in comparison to other employees in similar positions? (Ask the referee for concrete examples.)

Which of the candidate’s personal qualities have been most valuable in your work together?

What does the candidate need to develop or be better at (developable qualities/competencies)? Ask the referee for a concrete example/occasion manifesting the development need.

How did the candidate get on with other employees/customers/contacts?

If the candidate was part of a team, how did he/she get on with team members? (Whether the candidate thrived in the team, if conflicts arose, etc.)

**VARBI’S REFERENCES QUESTIONS FROM THE KBR MODULE ARE TO BE INSERTED HERE**

There may be specific areas you would like to know more about. Base your supplementary questions on the requirements profile, job advertisement and interview notes.

Give brief details of the post for which the candidate is being considered. Does the referee think that the candidate is suitable for this post? (Ask the referee for reasons.)

How was the candidate’s attendance when you worked together? (Was there unauthorised absence, abnormal behaviour or any other problem?)

Why did the candidate terminate his/her appointment?

Would you like to work with the candidate again?

Is there anything you would like to add that I haven’t asked and we should be aware of?

Summarise your impressions. Thank the referee for his/her time and end the conversation.