

# ACADEMIC STAFF REFERENCE CHECK FORM

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**Required Introduction:**

*"Candidate Name" has applied for a position with the University Of Newcastle, Australia and has given us your name as a referee.*

*I will note your responses to help the interview panel with their deliberations and, should they be appointed, the reference check will be stored by Human Resource Services on the recruitment file.*

*This information will not generally be provided to the applicant and will be treated as confidential, however, in certain cases it could become available (for example if it is requested under the Government Information (Public Access) Act)."*

**Conducted by**

**Date of Reference Check**

**Candidate's Name**

**Position Applied for**

**Referee Name**

**Position Title**

**Company**

**Phone**

**Mobile**

**Email**

1. How long have you known the applicant?
2. Were you his/her direct Supervisor? If not, what was the working relationship?
3. Please confirm their position and responsibilities?
4. (If they have left): What was their reason for leaving?
5. University of Newcastle operates under a Code of Conduct and all new staff are expected to work within the Code. In this context, can you describe the candidate's personal integrity and conduct?
6. What are the candidate's positive attributes?

THE ROLE OPERATES ACROSS THREE SEPARATE BUT INTERACTIVE DOMAINS, BEING TEACHING, RESEARCH AND SERVICES.

6. With regard to teaching, the role requires the applicant to:

- Coordinate and deliver high quality teaching in undergraduate and postgraduate courses
- Enthusiastically teach and supervise honours and postgraduate students

Could you please comment on the applicant's ability in this domain?

7. With regard to research, the role requires the applicant to:

- Conduct research and publish scholarly papers in leading internationally ranked journals
- Seek external funding to support research
- Contribute to the School's research culture

Could you please comment on the applicant's ability in this domain?

8. With regards to service, the role requires the applicant to:

- Perform a range of administrative functions assigned by the Head of School
- Serve on assigned School, Faculty, and University committee
- Working cooperatively with academic and professional staff colleagues
- Comply with deadlines and School and University policies

Could you please comment on the applicant's ability in this domain?

9. Are there any areas where the candidate would benefit from further development?

10. Is there anything further you would like to tell us about the candidate?

Additional Comments

Chairperson/or nominee signature

Date

Any personal information collected on this form must be collected, stored and used in accordance with the Privacy and Personal Information Protection Act NSW 1998 and the University's [Privacy Management Plan](#).



Competitive Recruitment:  
Email form to your Recruitment Specialist

Direct Appointments:  
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