Diocese of Wilcannia-Forbes

Tips for Conducting Reference Checks

Conducting reference checks is another important way to determine whether a person is suitable to work with Children/Adults at Risk.

Each prospective Worker must provide 2 reference checks.

It is recommended that:

- the referees must not be related to the applicant;
- for Workers, the two referees must be from a previous employer. Records relating to each reference are kept (e.g., the name and position of the referee, how long they have known the applicant) by HR and the Parish Priest or Administrator.
- answers within the green column below – positive signs, are preferred. Applicants should not be employed or engaged to work with Children/Adults at Risk if any of their referees' answers fall into the "red flags" category.

Sample questions	Positive signs	Negative signs	"Red flags"
Ask the referee: • *Would you re-employ the applicant? (If not, ask why).* • *Has the applicant been the subject of an employer disciplinary process?* If the applicant's previous position required them to work with Children/Adults at Risk, ask the referee: • *Turning to the question of the applicant's behaviour and interaction with Children/Adults at Risk – could you describe what it was like?*	• The answer provided by the referee corresponds with the applicant's answer. • No indication of inappropriate behaviour.	• The answer provided by the referee is partly inconsistent with the applicant's answer. • Disclosure of applicant's inappropriate behaviour.	• The answer provided by the referee is completely inconsistent with the applicant's answer. • Disclosure of applicant's inappropriate behaviour.