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 People and Culture; 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/Adult 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.