

VERBAL REFERENCE CHECK

Under the Privacy Act, it is advisable to specifically obtain the applicant's consent, preferably in writing, to your obtaining information from referees or other sources, and the uses to which the information will be put. A straightforward way to obtain this consent is to include it in an application form that each applicant can fill out and sign.

	CANDIDATE NAME:	DATE:
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	NAME OF VERBAL REFEREE:	
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1	NAME states in his/her application that they worked for you as a XXXXX. Can you verify this?
2	How would you describe NAME performance in this position?
3	The position we are looking to fill is XXXXXXXXX Based on your experience with NAME, do you think they will be successful? Why?
4	Can you comment on XXXXXX SPECIFIC CRITERIA?

If you have any questions, please call 0800 CHAMBER (0800 242 623).

DATE: MAY 2015

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6	Did you ever have cause to counsel NAME about any aspect of their job? Why?
7	Is there any aspect of NAME performance that needed improvement or development?
8	What would you say were NAME achievements in the role?
10	How does NAME relate to colleagues?
11	May I ask why NAME left your company?
12	Would you re-employ? Why?
13	Is there anything I haven't asked that I should know about NAME when considering employment?

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Some specific interview questions to ask salespeople include:

- What are some specific examples of previous sales experiences? What would you do the same? What would you do differently?
- What is your understanding of this company's sales cycle and how does it compare to what you've done in the past?
- What's your process for making a sale in your current or most recent sales position, from getting the lead all the way through to closing the deal? (Note what if anything they have to say about following up with the prospect after the close; this is critical to building repeat business.)
- What kind of compensation structure do you prefer? (The possibilities are usually base salary, base plus commission, or pure commission. A salesperson who prefers a pure commission job has considerable confidence in their own skills!)
- What are your sales goals and how do your actual results compare to those goals?
- What do you see as this company's strengths and what changes do you think would improve sales and productivity? How do you feel you could contribute to this improvement?
- What new markets could we address and how would you suggest we develop these markets?

Don't forget to include a few of the classic interview questions:

- How do you feel your experience would fit this job's needs?
- What's an example of a great success from a past job and how did you accomplish it?
- What's a significant mistake that you made, how did you correct it and what did you learn from it?
- What are your greatest strengths and weaknesses and what do you do to alleviate your weaknesses?
- How do you see your career developing in the next few years and how will you accomplish that in this company?
- What do you see as the greatest contributions you can make to improve the company's success?

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