

# Checking References

**Applicant:** \_\_\_\_\_

**Potential position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Who made the call:** \_\_\_\_\_

**Reference:** \_\_\_\_\_ **Reference phone #:** \_\_\_\_\_

**Contacted:** \_\_\_\_\_

**Left message** \_\_\_\_\_ **No answer** \_\_\_\_\_ **Call again (time and date):** \_\_\_\_\_

Hello, my name is \_\_\_\_\_. I work for a non-profit organization called <<Program name>>. I am calling to inquire about **[applicant]**, who has used you as a reference for a position at our organization. Do you have time right now to answer a few questions, or can I call at a better time?

First let me say that, in order to ensure the uniformity of our reference checks our organization requires, we ask certain questions of all of our candidate's references. Unfortunately, this requirement may cause our interview to sound scripted.

All right, let's begin.

1. What was your relationship with the **[applicant]**?
2. How long did he/she work for you?
3. What was the nature of the position?
4. Did the candidate understand, follow, and respect workplace rules (such as attendance, punctuality, turning in timecards, turning in other administrative documents etc.)
5. Is **[applicant]** a team player?

Now I'd like to tell you about the position for which **[applicant]** is applying. <<Program name>> is a growing non-profit organization that works with <<program description>>. The position requires a certain level of maturity, patience, and tolerance.

[SEE <<Your Program's>>POSITION DESCRIPTION]: Since [he/she] would be working with <<your program's population>>, [he/she] must be dedicated to working through any conflicts in a mature manner, in a way that would guarantee the program's success.

Also, **[applicant]** must be able to work with a diverse group of individuals who might not share the same ideals and paradigms. Finally, **[applicant]** must be able to manage stress well, and must be ultimately willing to work hard to achieve the defined goals.

Keeping that in mind,

- 6. Will **[applicant]** go above and beyond and do whatever it takes to solve a problem and work towards the end goal?
  
- 7. How would you describe **[applicant]**'s personal characteristics and what they may contribute to our organization?
  
- 8. We offer a substantial amount of training to prepare the staff for work with <your program population>>. Can you think of any shortcomings that we should address before **[applicant]** enters the <<program site>>?
  
- 9. Should we be aware of anything else relevant to the candidate's performance and attitude in your workplace?

<p><b>Interviewer's recommendation:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Offer position</li><li><input type="checkbox"/> Highly consider</li><li><input type="checkbox"/> Consider</li><li><input type="checkbox"/> Do not consider</li></ul>	<p><b>Notes from interviewer:</b></p>
---	---------------------------------------