

Reference Check for Youth Program Personnel

Applicant's Name: _____

Reference's Name: _____

Reference's Phone: _____

Interviewed By: _____

Date: _____

Sample interview script:

My name is _____. _____ has applied for a position as _____ and has given your name as a reference. I would like to ask you some brief questions. Your comments will be treated in a confidential manner.

(Explain the duties the applicant would be performing in this role.)

Select which questions were asked of the reference. Attach any notes you feel are relevant.

- ☐ 1. How long have you known the applicant?
- ☐ 2. What is your relationship to the applicant?
- ☐ 3. How would you describe the applicant's ability to work with and relate to adults?
- ☐ 4. How would you describe the applicant's ability to work with and relate to youth?
- ☐ 5. What strengths do you feel the applicant would bring to the position?
- ☐ 6. What difficulties might the applicant have in fulfilling these duties?
- ☐ 7. Please describe any situations where you have observed the applicant interacting with youth.
- ☐ 8. How does the applicant work with people who are different from him/her/them?
- ☐ 9. Would you be willing to place a child you were responsible for under the applicant's supervision?
- ☐ 10. Would you consider the applicant a positive role model for youth?
- ☐ 11. Is the applicant dependable?
- ☐ 12. Do you know of any reason the applicant should not be considered for this position?
- ☐ 13. [If the reference employed the applicant] Would you be willing to hire the applicant again?

Thank you for your assistance. I appreciate your time and candor. If you think of any additional information you'd like to share, please contact me at _____.