



Required Reference Question Form

Directions:

The following are questions to ask to discern if you candidates possess the required skills to serve in AmeriCorps. Please call and speak directly to at least two references and ask the questions in red. The Reference Question Form that follows is provided as a tool, if needed.

- **Were there any leave or attendance issues? Did they follow agency policy regarding leave, attendance, etc?** (We recommend this question due to attendance and timeliness being the largest misconduct issue for WSC/WRC members.)
 - **Would they be eligible for rehire at your organization? Yes/No? Please explain.** (Oftentimes, HR issues are confidential and specifics cannot be discussed, but this question can give you an idea of the quality of their performance as an employee.)
 - **How did the candidate get along with their co-workers and management?** (This helps clarify candidate's interpersonal skills and how well they can take direction and feedback.)
 - **How independently does the candidate work as oppose to checking in with stakeholders and supervisor?** (This helps clarify how much initiative a candidate has and how much direction or training they may need.)
 - **What advice would you give the next supervisor about effectively managing the candidate?** (The answer to this question will help clarify the strengths and weaknesses of the candidate, and how much training may be required.)
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Reference Question Form

(Optional supplementary tool, if needed. Some questions below are also found in the required questions above.)

Candidate Name:

Position applying for:

Note: It is recommended that reference checks be completed via phone. You should expand beyond the references provided by the candidate. You may add reference questions related to skills and abilities of the position.

1. Explain to reference why you're calling, how much time this will take and ask if they have time now or would they like to schedule this for a later time.

2. Describe the duties of the position you are filling and the organizational structure.

3. How do you see First Name performing in this position?

4. Could you please describe their strengths?

5. In what areas could we focus on for skill building?

6. How well did First Name work on a team?

7. Ask specific questions about their abilities relating to this job.

8. Could you please describe First Name's technical skills and competencies?

9. What advice would you give the next supervisor about effectively managing *First Name*?

10. Were there any leave or attendance issues? Did they follow agency policy regarding leave, attendance, etc?

11. What else can you share with me about *First Name*?

12. Is there anything else you can share with me about their work performance?

13. Is there anyone else you can suggest I contact?

COMMENTS:

Name and Title of person giving reference: _____

Organization: _____

Date of reference: _____

Employment dates: _____

Reference checks completed by: _____