**Professional Reference Interview Form**

Employee/Volunteer Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Name of Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with (Your Church). (Applicant) has applied for a position with us and said you might be able to tell us about his/her previous work with children. Is this a good time for you to talk with me?

I would like to start by letting you know that the applicant has applied for a position working with children, so it is extremely important for us to make sure that every applicant is suitable for this type of position. I appreciate your help with this.

How long have you known the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do you know the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How would you rate the applicant’s ability to learn new information and skills?

\_\_\_\_ Above satisfactory \_\_\_\_ Satisfactory \_\_\_\_ Below satisfactory

Can you give me an example of when the applicant was able to learn something new and use

it in his/her work?

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We are looking for someone who will adhere to the standard policies of our organization. How would you rate the applicant’s ability to follow policies and procedures?

\_\_\_\_ Above satisfactory \_\_\_\_ Satisfactory \_\_\_\_ Below satisfactory

How would you rate the applicant’s ability to work with and relate to other adults?

\_\_\_\_ Above satisfactory \_\_\_\_ Satisfactory \_\_\_\_ Below satisfactory

Have you observed the applicant working with children? \_\_\_\_Yes \_\_\_\_No

If yes, how would you rate the applicant’s ability to relate to children?

\_\_\_\_ Above satisfactory \_\_\_\_ Satisfactory \_\_\_\_ Below satisfactory

Can you give me an example of how the applicant relates to children?

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In what types of situations have you observed the applicant working well with children (enjoying the work, being effective)?

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In what types of situations have you observed the applicant not working well with children (becoming frustrated, angry, resentful or non-productive)?

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How would you rate the applicant’s ability to use good judgment in normal conditions?

\_\_\_\_ Above satisfactory \_\_\_\_ Satisfactory \_\_\_\_ Below satisfactory

How would you rate the applicant’s ability to maintain appropriate boundaries with children?

\_\_\_\_ Above satisfactory \_\_\_\_ Satisfactory \_\_\_\_ Below satisfactory

How would you rate the applicant’s ability to use good judgment in stressful conditions?

\_\_\_\_ Above satisfactory \_\_\_\_ Satisfactory \_\_\_\_ Below satisfactory

Can you give me an example of when the applicant used good judgment?

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Are you aware of any reason why we should not allow the applicant to work with the children we serve?

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Do you have any additional comments or questions?

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Signature of Screening Manager Date