



Reference Check Form

Name of Volunteer Applicant: _____

Volunteer Position Applied for: _____

Name of Reference: _____

Telephone: _____

Name of Interviewer: _____

I. Introductory Comments

- Your name
- Name of organization, name of applicant and volunteer position applied for
- Applicant requested that we call them to verify some information about possible volunteer position with UT Extension
- Applicant has given permission for them to verify his/her fitness and experience in working with youth
- Conversation will probably take about 10 minutes and can be conducted at their convenience
- Information given will be kept confidential

II. Reference Check Questions

1. How long and in what capacity have you known the applicant?

2. How would you describe the applicant? What three words would you use to describe the applicant?

3. What strengths would the applicant bring to the volunteer position?

4. What difficulties would the applicant have in fulfilling the duties of this volunteer position?

5. How comfortable would you be in having the applicant work for you on an important project?

6. How does the applicant interact with youth?

Text

7. Describe how the applicant gets along with people in general.

8. What experience does the applicant have in working with people of diverse backgrounds? (i.e. generational, socioeconomic status, racial, ethnic, religion, gender, disability, etc.)

9. Are you aware of any drug abuse problems or history of criminal conduct on the part of the applicant? If so, please explain.

10. Is there anything else you can tell us that might help in considering the applicant for this volunteer position?

III. Closing Comments

- Thank them for their time and assistance in helping to select the most qualified individuals to work with UT Extension programs.

Signature of Interviewer

Date