

GUIDE FOR CONDUCTING TELEPHONE REFERENCE CHECK FOR PROSPECTIVE RECRUITS

POSITION: _____ Club: _____

NAME OF VOLUNTEER: _____

NAME OF REFEREE: _____ DATE OF CALL: _____

TELEPHONE: _____

COMMITTEE MEMBER: _____

This is [Name] with [CLUB] at ...

[Name] has applied for a position with [CLUB] and he/she gave us your name as a reference.

Is now a good time to talk as I will need about 5 minutes of your time? (If not) When can I call you back?

Thank you for agreeing to speak with me.

1. How long have you known [Applicant Name] and in what capacity?
2. In your opinion, would ... make a good ...
3. A part of this club's culture is to support ... in a positive way. Do you think ... would be comfortable in this environment?
4. In your experience is ... an easy person to work with?
5. Can you comment on his/her:
 - Attendance and Dependability
 - Initiative and follow-through
 - Ability to take on responsibility

Is there anything else you would like to comment on regarding (volunteer's name) character that might be relevant to their performance as a club volunteer?