

# Reference Check

## NDSU Extension Service



*(Use this form for notes when conducting telephone or face-to-face interviews with references.)*

Reference name \_\_\_\_\_ Phone (        ) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Applicant's name \_\_\_\_\_ Position considered for \_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

“ \_\_\_\_\_ has applied to be a volunteer in NDSU Extension programs (4-H) and has given your name as a reference. I would like to ask you some questions. Do you have a few minutes? Your comments will be treated in a confidential manner.”

**Explain the position the volunteer will be assuming (club organizational leader, committee member,**

1. How long have you known the applicant?

2. What is your relationship to the applicant?

3. Have you ever worked with the applicant in a volunteer capacity?  Yes  No  
 If yes, please describe.

