Reference Check

NDSU Extension Service



(Use this form for notes when conducting telephone or face-to-face interviews with references.)					
Ref	erence name	Phone ()	
Add	dress				
App	olicant's name	Position consideration	dered for	State	Zip
Inte	erviewed 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."					
Ex	xplain the position the volunteer will be assuming (club organizatio	nal lead	er, commit	tee 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 If yes, please describe.	capacity?	Yes \square	l No	



4.	What strengths would the applicant bring to this position?	
5.	What difficulties might the applicant have fulfilling these duties?	
6.	Please describe situations where you have observed the applicant interacting with children.	
7.	Would you be willing to place your son or daughter or any other child you are responsible for under his/her supervision?	
8.	Would you consider this applicant a positive role model for youth?	
9.	Is the applicant dependable?	
10.	Do you know of any reason why this person should not be considered for this position? (If yes, explain.)	
THA	ANK YOU!	
I appreciate your assistance in helping the NDSU Extension Service select qualified people to work with youth in our programs.		



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