

Personal Reference Questionnaire

Name of reference contact person: _____

Phone: _____

Title/Occupation of reference _____ Relationship to Applicant: _____

Applicant's Name: _____ Date: _____

	Rating	Score
1 Do you personally know _____?		
2 What is your relationship with, or how do you know, _____?		
3 How long have you known him or her?		
4 Has he/she ever worked with you or for you? <i>If yes, where, when and in what capacity?</i>		
5 Do you know if _____ has ever had a job supervising other workers?		
6 If you worked with _____ would you like to work with him/her? What was your best about working with him/her?		
7 If you know, what has _____ found most satisfying about prior jobs?		
8 If you know, what has _____ found least satisfying about prior jobs?		
9 What characteristics represent _____'s greatest strengths?		
10 Even _____ has strengths and weaknesses. What are they? How could he/she stand most improvement?		
TOTAL SCORE		

Rating: _____

/ = 5
 - = -5
 X = -10

Perfect = 50 Points
 Good = 25 Points
 Minimal = 20 Points * See Below

*Because you may sometimes not get answers to all questions, using the conventional measurements as described above and in other forms may be difficult to assess. You may indicate the results of your interview on GREEN and RED flags as follows.

Rating this Report:

- (A) Total number of questions answered: _____
- (B) Total GREEN FLAG (positive) answers: _____
- (C) Less RED FLAG (negative) answers: _____
- (D) TOTAL OF (B) - (C) _____

Personal Interview Evaluation Form

Applicant's Name: _____ Date: _____

WORK VALUES	THEME	EVALUATION Rating	Score
1			
2			
WORK STRESS			
1			
2			
TEAMWORK			
1			
TOTAL SCORE			

SAMPLE

Perfect Candidate = 30
 Good Candidate = 21+
 Minimal Candidate = 12

Scoring + = +5
 + = +2
 √ = -5
 — = -10
 X =

Personal Reference Checklist

Item 1

This item confirms that the reference does know the candidate. Also, having a record (telephone number) of individuals you can contact who know the person may come in handy in the future.

Item 2

“How they know” the candidate can sometimes help you probe further into certain areas. If the reference is a current or former co-worker, it will be helpful when you get into some of the other questions in your personal reference check. The application form stipulates that relatives are not acceptable personal references.

Item 3

References known for “a couple of months” don’t know too much about the candidate. The application form stipulates that the references given should have been known for three years or more.

Item 4

The reference may have already identified him/herself as a current or former co-worker in Question 2, above. However, in this question you will specifically ask if the candidate ever worked for the reference person. You would then check the tone of the following question to probe specifically to the reference person’s actual working experience with the applicant.

Item 5

If the reference person knows, you may learn whether the candidate has ever supervised other workers. A positive answer here might indicate a potential candidate for Team Leader if you can move the person along in the job fast enough.

Item 6

The answer to this question may reveal how the applicant might interrelate with fellow

team members. Listen for both positive and negative signals.

Item 7

Asking the reference person this question may reveal characteristics that would be important to know. “She always had a job where she worked alone,” would indicate that the candidate might not be a “fit” in a teamwork environment. “She seems happiest when she is working at a job on a steady routine,” might be an indicator that the candidate could be successful at a routine job like house cleaning.

Item 8

If you can determine from this question that the job you’re offering has characteristics that the reference person says the candidate seems to dislike, this might be a red flag. Conversely, if it turns out that your position could seem to be an answer to what the applicant disliked about past job, you have a green flag.

Item 9.

You might ask this question by saying, “What characteristics would you say best describe why Chris would make a good employee? What are her strong points.” You’re looking for positives here. You want to hear things like: “She’s a hard worker.” “If she says she’ll do something, she does it.” “She’s very loyal and honest.” Etc.

Item 10

You want to probe for this candidate’s weakest characteristic or trait. This is a little bit more difficult to get some references to answer. Say something like, “We all have our strengths and weaknesses. We just talked about Chris’ strengths. In what areas might we be of assistance in making Chris more satisfied with this job?”