Sample Reference Check Questions

Date:

Name of Candidate:

Name of Reference:

Name of Person Doing the Reference Check:

Reference Title:

Reference Relationship to Candidate:

Reference Phone #:

Reference Email Address:

Before you begin the reference check take the time to put the Reference Person at ease. You don’t want them to feel like they are holding the future of the candidate in their hands, as that is an unfair burden. As well, it may mean they are overly positive! We are asking the Reference Person to help us to determine whether or not your church and the role you are seeking to fill would be a good fit for the candidate.

Take the time to explain the culture you are trying to create at your church so you can determine, together, whether or not the candidate would thrive there.

**Questions**

1. How long have you known the candidate and in what capacity?
2. What three adjectives would you use to describe the candidate?
3. If applicable, why did the candidate leave their last position? *(Does this align with what the candidate said?)*
4. How would you rate the following?

Work habits Excellent Good Fair Unsatisfactory

 *Comments:*

Dependability Excellent Good Fair Unsatisfactory

 *Comments:*

Trustworthiness Excellent Good Fair Unsatisfactory

 *Comments:*

Initiative Excellent Good Fair Unsatisfactory

 *Comments:*

Punctuality Excellent Good Fair Unsatisfactory

 *Comments:*

Time Management Excellent Good Fair Unsatisfactory

 *Comments:*

Interpersonal Excellent Good Fair Unsatisfactory

Communication *Comments:*

Written Skills Excellent Good Fair Unsatisfactory

 *Comments:*

Verbal Skills Excellent Good Fair Unsatisfactory

(Preaching) *Comments:*

Adaptability Excellent Good Fair Unsatisfactory

 *Comments:*

Quality of Work Excellent Good Fair Unsatisfactory

 *Comments:*

1. How would you evaluate the candidate’s leadership capacity? What is their ‘style’ of leading? *(You are looking to find out if the candidate is a visionary, a servant-leader, creative, approachable, a team-builder, respectful?)*
2. How does he/she relate to staff, supervisors, and congregants? *(You are looking to find out if the candidate is a good listener, do they communicate well, are they insightful and discerning, are they respected, do they develop staff?)*
3. How well does the candidate respond to guidance/feedback from their manager/board/supervisor*? (You are looking to find out if they are humble and realistic about their own abilities)*
4. How would you describe the candidates personal character and values? *(You are looking to find out if the candidate has integrity, optimism; are they positive, caring, compassionate, committed to excellence, humble, respectful, teachable, resourceful, tactful)*
5. From your perspective, what are the candidates three main strengths? *(You are looking to find out what the candidate has done that really stands out)*
6. Everyone has a ‘down-side’. What would you say the candidates ‘down-side’ or weakest area? *(You are looking for an honest answer so as to know where the candidate can improve)*
7. If I were to do this reference check with other people in your church/organization do you think they would agree with the answers you have given? *(You are looking to create an ‘out’ for them if they have been overly positive up to now – they can now honestly tell you what other people might think/say)*
8. What do you believe is the perfect ministry role for the candidate, and in what kind of setting?
9. Is there anything else that you feel we should know about the candidate?

**Thank you so much for your time!**