



XYZ AmeriCorps Reference Check Guide



Applicant Name: _____ Term: FT PT

Staff checking reference: _____ Date of Ref. Check: _____

Reference Name: _____

1. In what capacity do you know the applicant?

2. How long did you work with the applicant?

3. How would you rate the applicant's work ethic?

(Low) 1 2 3 4 5 (High)

4. How would you rate the applicant's dependability?

(Low) 1 2 3 4 5 (High)

Other comments?

5. Please rate the applicant's professional judgement.

(Low) 1 2 3 4 5 (High)

Other comments?

6. How well does applicant establish appropriate boundaries with youth?

(Low) 1 2 3 4 5 (High) N/A

Other comments?

7. How comfortable is the applicant working with diverse populations?

(Low) 1 2 3 4 5 (High) N/A

Other comments?

8. How would you rate the applicant's organizational skills? Detail

(Low) 1 2 3 4 5 (High)

Other comments?

9. Overall, how would you rate the applicant's job performance?

(Low) 1 2 3 4 5 (High)

Other comments?

10. Is there any other relevant information you would like to offer about this applicant?