

REFERENCE CHECK FORM

Candidate # and Name _____

PNC Member _____ Date _____

Introduce Self

I am _____ representing the PNC of _____

Church in _____. We are searching for a _____

whose responsibilities would encompass _____

We are considering _____ for this position and s/he has given your name as a reference. I'd like to spend a few moments talking to you about your perceptions of his/her gifts, talents, and suitability for such a position. Is this a convenient time for you to talk?

[When might I callback?] _____

1. How long have you known ____? _____

2. In what capacity have you known ____? _____

3. If you were on a search committee at your church looking to call someone to a position such as ours, why would you want to call ____? _____

4. If you were on a search committee are there any reasons that would make you hesitate to call ____ to such a position? _____

5. Please give me some specific examples of actions that you think would uniquely qualify ____ for our position. _____

6. What is an area that will prove challenging for ____? _____

7. Is there an area that might prove challenging for us with ____? _____

8. How would you describe ____'s ability to work with lay volunteers? With professional staff? _____

9. How would you describe ____'s leadership style? _____

10. Have you had occasion to see how ____ handles conflict? _____

11. Recalling that _____ are the important components of our position, on a scale of 1 to 5 how would you rate ____ in relation to this position? Why? 1- excellent match 5 - no match

12. What other comments or information about _____ would be helpful for our committee to know? _____

13. Are there other persons that you could suggest we talk with concerning ____?

Would you spell their names for me? Do you have phone numbers for them?

14. Can you give us a one-word description of ____? _____

Thank you very much for your time.