

**Telephone Reference Call For** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Be prepared with follow-up questions from the interview:

*Introduction:* Hi. This is you from \_\_\_\_\_ and I'm calling on behalf of applicant's name. S/He is applying for a position as an AmeriCorps member and gave us your name as a reference. We are considering her/him for a position with us doing encapsulate your job description for the member. Could I take a few minutes of your time to ask some questions?

*Talking points:*

The member will be working with a diverse community of people to \_\_\_\_\_.  
What experiences in his/her previous work/college background would be a match with this position? (successes, challenges, quality of work, skills, strengths, etc.)

As an AmeriCorps member, the applicant will often be out on her/his own, having to make on the spot decisions. Please give an example of a time the applicant showed initiative. (problem solving ability, ability to think on his/her feet, self-directedness, creativity, etc.)

Due to the nature of this work, it is important that members are dependable, motivated to plan out their work weeks and able to follow through on things. Can you give an example of a time when the applicant demonstrated responsibility? (reliability, punctuality, productivity, work ethic, etc.)

Can you speak to the applicant's commitment as a "volunteer"/community servant?

How are this person's communication skills? (interpersonal skills, attitude, ability to cope with difficulty, conflict resolution skills, frustration level, professionalism, etc.)

What kind of support would the applicant need to do a good job? (weaknesses, etc.)

Other questions related to your specific job description:

Other comments of reference:

Red flags: