**Volunteer Reference Check**

Date:

Name of candidate:

Position for which being considered:

Name of reference:

Conducted by:

Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_ and I work for the Oakland Public Library. You were listed as a reference for [candidate’s name], who recently applied to volunteer with the Library. Do you have a few minutes to answer some questions?

[Candidate’s name], is being considered for a volunteer position as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a role in which he/she would be asked to [list relevant duties here].

1. How long have you known [candidate’s name]? In what capacity?
2. How would you describe [the candidate’s] ability to work with and relate to the general public?
3. Do you have any examples of [the candidate’s] interpersonal skills?
4. Do you have any experience that would allow you to evaluate [candidate’s name] level of reliability and punctuality?
5. Would you have any reservations about recommending this person to volunteer at the Library?
6. Is there anything I haven't asked that you would like to share with me?