

**Reference Check for Candidate:** \_\_\_\_\_

*Interviews Conducted on the Week of:* \_\_\_\_\_ *Prepared by:* \_\_\_\_\_

Question	Reference #1: _____	Reference #2: _____	Reference #3: _____	Reference #4: _____
<b>How do you know this person? In what capacity did you work or serve with him/her? Their job title at the time?</b>				
<b>Describe his/her spiritual life. Is he/she intentional about his time with God? Is he/she mentoring or discipling anyone?</b>				
<b>Describe his/her general personality, attitude, and disposition?</b>				
<b>Describe his/her general leadership and supervisory style and ability?</b>				
<b>What are some of his/her key strengths and skills that you observed?</b>				
<b>What would you see as his/her development needs, areas where they need improvement?</b>				

<b>How does he/she interact with other staff members? How do they perceive him?</b>				
<b>How does he/she interact with the church members, volunteers, and lay leaders? Their social and relational skills?</b>				
<b>How does he/she handle administrative responsibilities? Is there a focus on the details? How does he/she manage multiple tasks, deadlines and assignments?</b>				
<b>What type of leadership does he/she best work under?</b>				
<b>What areas of ministry is he/she most passionate about?</b>				
<b>How does he/she handle decisions made by others that may not match his/her own thinking? How does he/she manage conflict?</b>				
<b>Anything else you'd like to tell me about the candidate that</b>				

<b>you would want to know if you were in our position?</b>				
<b>If you could, would you hire or serve with him/her again for the same position?</b>				
<b>Other Questions:</b>				
<b>Other comments:</b>				