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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question** | **Reference #1:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Reference #2:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Reference #3:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Reference #4:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **How do you know this person? In what capacity did you work or serve with him/her? Their job title at the time?** |  |  |  |  |
| **Describe his/her spiritual life. Is he/she intentional about his time with God? Is he/she mentoring or discipling anyone?** |  |  |  |  |
| **Describe his/her general personality, attitude, and disposition?** |  |  |  |  |
| **Describe his/her general leadership and supervisory style and ability?**  |  |  |  |  |
| **What are some of his/her key strengths and skills that you observed?** |  |  |  |  |
| **What would you see as his/her development needs, areas where they need improvement?** |  |  |  |  |
| **How does he/she interact with other staff members? How do they perceive him?** |  |  |  |  |
| **How does he/she interact with the church members, volunteers, and lay leaders? Their social and relational skills?** |  |  |  |  |
| **How does he/she handle administrative responsibilities? Is there a focus on the details? How does he/she manage multiple tasks, deadlines and assignments?** |  |  |  |  |
| **What type of leadership does he/she best work under?** |  |  |  |  |
| **What areas of ministry is he/she most passionate about?** |  |  |  |  |
| **How does he/she handle decisions made by others that may not match his/her own thinking? How does he/she manage conflict?** |  |  |  |  |
| **Anything else you’d like to tell me about the candidate that you would want to know if you were in our position?** |  |  |  |  |
| **If you could, would you hire or serve with him/her again for the same position?** |  |  |  |  |
| **Other Questions:** |  |  |  |  |
| **Other comments:** |  |  |  |  |