



Confidential Youth Serving Organization Volunteer or Employment

Reference Check Form

Staff Guide

Volunteer Applicant:

Reference Name:

BBBS Staff Name:

Reference Phone #:

Date of Initial Contact:

Relationship to Applicant:

Applying for:

CBM

SBM

Other

If Reference was not able to provide information about the applicant, provide reason for non-response below:

Phone Script: (Volunteer's Name) is applying to become a Big Brother/Sister and has given us your name as a reference, indicating that he/she served as a volunteer or employee of your organization, and has signed a release permitting you to disclose information about his/her past youth-serving experience. Your responses to the following questions will help us determine volunteer fit, including the applicant's suitability to be matched with a child/youth in the Big Brothers Big Sisters program, as part of a comprehensive enrollment process. Your responses will be kept confidential.

Big Brothers Big Sisters is a mentoring program serving children who face adversity, providing caring one-to-one volunteer mentors who meet with a child in the community or at a school or other site.

QUESTIONS:

1. Please provide the volunteer applicant's dates of service in your organization:



2. Did the applicant serve in a paid or volunteer position with your organization?
3. What were his/her assigned duties? Please describe his/her role within the organization.
4. Please provide the applicant's reason for leaving:
5. How long have you known the applicant?
6. Did you serve as the applicant's direct supervisor and did you have the opportunity to observe his/her interactions with children/youth? (If not can you please redirect me to the appropriate person in your organization who observed interactions?)
7. Tell me about the applicant's general strengths and weaknesses.
8. How would you describe the applicant's personal characteristics?
9. Please describe how the applicant relates to children of varying ages and personalities.
10. How does the individual show encouragement and support to children, and let them know that he/she genuinely cares about their growth and well-being?
11. Does your organization have a code of conduct in place for volunteers and employees and did this applicant adhere to your organization's rules/guidelines for interacting with youth? (please describe.)
12. Has your organization ever received a complaint or concern from a parent, youth or other adult about this applicant? (Please describe the nature of the complaint or concern)



13. Have you had the opportunity to observe the applicant disciplining a child (within your organization or with his/her own children)? Please talk about a time in which you observed the applicant with a child that was not behaving as expected. How did the applicant handle the behavior and the situation?
14. How does the applicant deal with authority, rules, and accountability?
15. Do you consider this applicant dependable?
16. How would you describe the applicant's experience with your organization (choose one):
- a. Failed to meet expectations (please describe):

 - b. Met expectations consistently (please describe):

 - c. Exceeded expectations going above and beyond (please describe):
17. On a scale of 1-10 how strongly would you recommend this applicant for this volunteer position and why?
18. Would you accept this person as a volunteer/staff for your own organization again?
19. Is there anything further you'd like to tell us about this applicant?

Thank you for serving as a reference for this applicant. Would you like more information about how to become involved as a volunteer or financial supporter of Big Brothers Big Sisters?

_____ Yes _____ No



For BBBS Staff Use Only:

Follow up contact needed? Yes _____ No _____

Record any concerns resulting from this reference below: