

REFERENCE CHECK TEMPLATE -

Make a copy and keep this intact for others to use, thx!

Applicant Information

Name:

Role:

Script Intro.

- Thanks so much for your time.
- _____(name of candidate) has interviewed for the position of _____ with our clinic_____.
- That means they will be doing _____ with _____.
- I have three quick questions related to strengths, challenges and fit.
- Any questions for me before we begin?

Reference 1 Name & Relationship to candidate	What would you say are the greatest strengths they will offer to this role?	Can you tell me a story about when they struggled with something that would be in that category of “areas for growth” related to this job. Perhaps a challenge in the workplace. Perhaps something more social. I’m looking to understand the challenges, but more importantly to hear how they navigated the situation despite them	None of us are a perfect fit for every role we take on in life. If they are offered and accept this role, we’d really want this to work out for this person. Can you you give us any advice on how we’d want to accommodate, or support, or mentor this person to succeed, to ensure fit?
General commentary			
Reference 2 Name & Relationship to candidate	What would you say are the greatest strengths they will offer to this role?	Can you tell me a story about when they struggled with something that would be in that category of “areas for growth” related to this job. Perhaps a challenge in the workplace. Perhaps something more social. I’m looking to understand the challenges, but more importantly to hear how they navigated the situation despite them	None of us are a perfect fit for every role we take on in life. If they are offered and accept this role, we’d really want this to work out for this person. Can you you give us any advice on how we’d want to accommodate, or support, or mentor this person to succeed, to ensure fit?

General commentary			
Reference 3 Name & Relationship to candidate	What would you say are the greatest strengths they will offer to this role?	Can you tell me a story about when they struggled with something that would be in that category of “areas for growth” related to this job. Perhaps a challenge in the workplace. Perhaps something more social. I’m looking to understand the challenges, but more importantly to hear how they navigated the situation despite them	None of us are a perfect fit for every role we take on in life. If they are offered and accept this role, we’d really want this to work out for this person. Can you you give us any advice on how we’d want to accommodate, or support, or mentor this person to succeed, to ensure fit?
General commentary			