

# References Process

## References Form

We sent a form to our finalist candidates to collect reference information. These are the questions it included:

1. What's your name?
2. What is the name of the first person we should contact regarding references?
3. Describe your relationship with them. Were they your colleague, supervisor, or subordinate? What projects did you work with them on? What was your working relationship like? Which organization was this? Any other info we should know?
4. Where are they currently employed, and what is their current job title?
5. What is this person's email?
6. What is this person's phone number (include country code)?
7. What is the name of the second person we should contact regarding references?
8. Describe your relationship with them. Were they your colleague, supervisor, or subordinate? What projects did you work with them on? What was your working relationship like? Which organization was this? Any other info we should know?
9. Where are they currently employed, and what is their current job title?
10. What is this person's email?
11. What is this person's phone number (include country code)?

## References Process

Advice from *Hire with your Head*: **“The key to good reference checking is to get details and examples to back up general statements about the candidate’s competency.”**

### Process Pre-Call

Only contact references for the top few candidates (after they interview). It takes time.

See form results and contact 1 of the two references. Send email below:

Dear \_\_\_\_\_,

I'm from Fish Welfare Initiative, a new NGO focused exclusively on improving the welfare of fish used for human consumption. We're currently hiring for an [Animal Welfare Specialist](#) and \_\_\_\_\_ has made it to the final round in the hiring process.

\_\_\_\_\_ listed you as a reference, and we're hoping you'd be willing to speak to \_\_\_\_\_ likely performance if we choose to hire \_\_\_\_\_. Would you be willing to chat with me for 20 minutes over the next few days about \_\_\_\_\_? If so, let me know your availability and I can probably find a time that works (or you can choose a time on my calendly).

I know it's short notice, but if it's at all possible the earlier we can speak the better. We're aiming to conclude the hiring process next week. But no worries if this isn't possible — we do have another reference we could contact if needed.

Cheers, and with gratitude,  
Haven

First listen to the candidate's interview. Remember much of the purpose of references is to confirm the information obtained during the actual interview with the candidate.

## Call

- Get to know them
- Tell why job is important:

So as you know we are looking for a research analyst/animal welfare specialist. So I'm just going to run through why this is a very important role to us:

In this position, you will be the third member of our team, with a specific focus on fish biology and animal welfare science. To start, we would be working together towards ensuring that we create high quality research that can inform us and the wider animal movement as to how best to help fish.

After this, your job could see you doing anything from helping Haven implement welfare improvements on farms to building our industry network. We are very eager to get the right person for this role is because FWI's work is extremely dynamic in this way, and so we need someone who can perform varied tasks to a high quality and even improve the system we already use. We are also hoping to hire someone who can, over time, become an integral part of our senior team, very similar to mine or Haven's job.

- Ask questions from Hire With Your Head p173, take some notes
- Ask any specific concerns we have
- Thank them and end call
- Type up high-level notes for each candidate