



Archdiocese
of Vancouver

References Interview

Suggested Guide

Name of Candidate: _____ Date called: _____

Name of Reference: _____ Contact: _____

Introduce yourself and explain to the reference that:

“____ has provided your contact information as a reference for him/her who is applying to work/volunteer at _____ Parish/organization. Churches are now checking references to safeguard the interests of children, elderly and vulnerable adults. The information in this conversation is fully confidential and will not be shared with the candidate or with anyone else except the pastor.”

1. What is the candidate's relationship to you? How long have you known him/her?
2. Provide a brief overview of the volunteer role.
Have you seen this person interact with children, or vulnerable adult if applicable?
Do you have any observations or comments?
3. Do you happen to know if the candidate volunteers or works with children in any other role?
4. Would you have any hesitation in placing him/her with your children or your elderly parents?
5. Is there anything about this candidate that you wish to add that you feel is important for me to know?