

Reference Call Sheet

Name of applicant: _____ **Date:** _____

Name of interviewer: _____

Name of reference: _____

Please call one of each person's references (the most recent supervisor if possible). Give him/her background on the RARE program (who we are and what participants do).

1. How long have you known the applicant? In what capacity? Have you supervised his/her work?
2. What skills and traits best serve the applicant (in his/her job/capacity in which you know him/her)?
3. How does the applicant address difficult situations (e.g., interpersonal conflicts, multiple layers of bureaucracy, etc.)?
4. How does the applicant address situations of uncertainty (e.g., change in supervisor, sudden changes in program of work, etc.)?
5. How would he/she do working and living in a remote, rural community?
6. How much support from others does the applicant require (e.g., do he/she need to work as a member of a team or require much supervisor oversight, or does he/she thrive working independently)?
7. We are looking for applicants who are flexible, adaptable, possess a high level of maturity and initiative, and are able to hold positions of responsibility. At the same time, he/she should view his/her role as one of community service. Does this sound like qualities the applicant possesses? Please explain:
8. How will the applicant handle situations where he/she may not agree completely with the principles behind the project? (E.g., the community wishes to pursue a project the applicant might not choose for the community).

9. Nobody is perfect and we all have areas for improvement. What are some areas you feel are areas of growth and development for this individual?

10. What else should we know about the applicant?

Other Notes: