

REFERENCE CHECK SCRIPT WORKSHEET

www.MyOutDesk.com
1-800-583-9950
getmod@myoutdesk.com

MOD
VIRTUAL



VIRTUAL

REFERENCE CHECK SCRIPT WORKSHEET

Reference Name: _____ Phone Number: _____ Level: _____

Introductory Script: Hello! My name is _____ from MyOutDesk. We are speaking with _____ about a possible position as a _____. He/she has given us your name as a reference. May I take a few minutes of your time to ask you some questions?

1	How is it that you know _____? Could you describe your relationship/affiliation with him/her?
2	In your opinion, what are _____'s strengths? What is he/she really good at?
3	What are his/her areas for improvement?
4	As _____'s consultant and mentor moving forward, I'd like to be effective in helping him/her grow. What are some of the areas that I could help him/her in terms of personal and professional growth?
5	Do you feel that _____ would be an effective leader? Why or why not?

Reference Check Script Worksheet (Continued)

Reference Name: _____ For: _____

6	<p><i>(Note: This question is optional and should be used when there is a concern about a key characteristic from the applicant's DISC profile.)</i></p> <p>I need a person who demonstrates a high level of _____ (characteristic). To me this means _____ (definition). On a scale of 1 to 10, with 10 being extremely _____ (characteristic), how would you rate this candidate?</p>
7	<p>Would you work with or hire him/her again? Yes. <input type="checkbox"/> No. <input type="checkbox"/> Why? / Why not?</p>
8	<p>What kind of work is _____ best suited for, in your opinion?</p>
9	<p>Is there anything else that you would like to add or discuss that we haven't covered yet?</p>
10	<p>Would you happen to know anyone else who may have valuable insights and experiences related to _____ that you could refer us to? May we have their contact information?</p>

Wrap Up:

Thank you for your time! Hopefully we will be able to return the favor of your time!

