

Background Investigation Questions

Date: _____

Reference Name: _____

Applicant Name: _____

Introduction, applicant gave your name as a reference
Explanation of why BPD does Background Investigations
Do you have a few moments to answer some questions?

1. How long have you known the applicant?

2. How did you meet the applicant?

3. What has your association been?

4. Are you in contact with the applicant at work, socially or both?

5. On average how much time do you spend with the applicant? Daily, Weekly, Monthly?

6. What adjectives would you use to describe the applicant as a person, co-worker, or employee?

7. If you were to pick one best quality, what would it be?

8. Understanding no one is perfect, what would be the one thing the applicant could improve upon (i.e. maturity, timeliness)?

9. Do you feel comfortable with the applicant having access to sensitive or confidential information? Yes/No... Why?

10. How does the applicant get along with others?

11. Are they liked right away or does it take awhile for people to warm up to/get to know him/her?

12. How does the applicant handle difficulties/resolve problems?

13. How does s/he take direction/criticism?

14. Does the applicant work better alone or on a team?

15. Has the applicant ever caused you any difficulty?

16. Would the applicant be eligible for re-hire?

17. Based on what you know, do you consider the applicant an asset to your business?

18. Has the applicant ever mentioned to you an interest in volunteering for the Boise Police Department?

19. Has the applicant described what they hope their volunteer job will be?

20. Why do you think the applicant is interested in volunteering with the Boise Police Department?

21. Is there anything else you wish to share with me?

