

Billings Police Department
VOLUNTEER APPLICANT REFERENCE CHECK QUESTIONS

Applicant's Name: _____

Reference Name: _____

Reference Conducted By: _____

Date: _____

1. What is the relationship between the reference and the applicant?
2. How long has the reference known the applicant?
3. How do you characterize the candidate's interpersonal skills?
4. How do you characterize the applicant's organizational skills?
5. Is the applicant's work accurate, prompt and reliable? Does the candidate pay sufficient attention to detail?
6. What actions does the candidate take when:
 - a. Struggling to find a solution to a problem
 - b. Making important decisions
7. What is the level of the applicant's communication skills?
8. Describe the applicant's initiative and follow-through with responsibilities.
9. How does the applicant deal with multiple/concurrent demands: able to prioritize effectively?
10. Comment on attendance issues?

11. Can the applicant work independently?
12. How does the applicant deal with difficult or stressful situations?
13. How does the reference view the candidate's appearance and grooming?
14. Is there any reason this person would not be a good volunteer for the Animal Shelter?
15. What value will the applicant bring to the BPD Volunteer Program?