

Reference Check Script Worksheet

Reference

Name: _____ Phone Number: _____ Level: _____

Introductory Script: Hello! My name is _____ from Keller Williams Realty. 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 please describe your relationship with him/her?
2)	What do you feel _____'s strengths are? What is he/she really good at?
3)	What about weaknesses or opportunities 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)	Describe _____ leadership skills. Do you feel he/she would be effective in a leadership role?

Reference Name: _____ for _____

6)	<p>(Note: This question is optional and should be used when there is a concern about a key characteristic from the KW Job Profile.)</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) _____ again? <input type="checkbox"/> Yes. <input type="checkbox"/> No. Why? / Why not?</p>
8)	<p>In your opinion, what type of work is he/she best suited for?</p>
9)	<p>What else would you like to tell me about _____ that we have not discussed yet?</p>
10)	<p>Who else do you know who has experience with _____ and can give us a different perspective? Do you happen to have their phone numbers?</p>

Wrap-up

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