**CSL Volunteer Engagement Program**

**Volunteer Reference Check Questions**

*Approved by Liz Vierra in Human Resources 2/5/14*

1. “Hello, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is applying for the volunteer position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the California State Library, and they gave your name as a reference.  Could you tell me how you know him/her?”
2. *(Looking at the volunteer job description)* – “Here’s a brief summary of what this volunteer position entails: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Can you tell me about your knowledge of their qualifications in these areas”? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. “Would you say this person is dependable?  Will we be able to count on them to be here when they said they would be here and to do what they said they would do?”
4. “Is there anything else you’d like to tell me about this person?”
5. “Thank you so much for your help.”