

## PARISH EMPLOYEE RECORD OF REFERENCE CHECK

Date: \_\_\_\_\_ Employee's Parish: \_\_\_\_\_

Employee: *(Print name)* \_\_\_\_\_

Position: \_\_\_\_\_

Reference: \_\_\_\_\_

Telephone (Bus): \_\_\_\_\_ Telephone (Res): \_\_\_\_\_

Contacted by: \_\_\_\_\_

*(Print name)*

### FOR SCREENERS

- *Begin by introducing yourself and the aim of the call.*
- *Ask if they are in a setting where they can speak freely*
- *Explain the nature of the work the employee will be doing*
- *Explain that what they will say cannot be disclosed to the employee without their written consent and that their candour is appreciated.*

1. How long have you known this person and in what capacity?

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2. How would you describe their temperament and personality?

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3. Are they honest in their dealings in work and with others? \_\_\_\_\_

4. In a parish setting, this person may deal with or hear things that are confidential. From your observation and experience with this person, can he or she keep information confidential?

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5. Does this individual have the capacity to deliver projects and work in a timely fashion?

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6. How would you rate the quality of this person's work                      **Excellent**      **Good**      **Fair**      **Poor**

(Circle 1)

Comments? \_\_\_\_\_

7. What are this individual's weaknesses with regards to working with others?

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8. What are the individual's strengths in regard to working with others?

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9. How does this individual handle a) **working independently** and b) **taking direction and/or instructions**

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10. Would you feel comfortable if this individual were left alone with members of your own family whether younger or older?

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11. Is there any reason you know of why this person would not be able to perform the duties necessary for this position?

YES                       NO

If yes, please explain:

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12. Is there anything else you would like to tell me about this person?

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*This information is collected for Archdiocesan screening purposes only.  
All information is kept confidential and is collected in compliance with the PIPED Act.*