

## Sample Questions to Ask References

1. Can you describe the position in your organization that (applicant) [has or had] and your professional relationship with her/him?
2. What [were or are] her/his responsibilities?
3. Using a scale of 1 to 5, where 1 is not well and 5 is fantastic...
  - a. How would you rate her/his knowledge of libraries?
  - b. How would you rate her/his technological knowledge?
  - c. How would you rate her/his interpersonal skills?
  - d. How well suited is she/he to be the director of a public library?
4. How strong is her/his follow-through? Does she/he finish what she/he starts?
5. How well does she/he work with others?
6. Can you describe a situation where she/he took on an initiative or a project on her own?
7. How well does she/he respond to stressful situations, either with patrons or coworkers or others?
  - a. Is there a particular situation you can remember?
8. Can you tell us about why she/he left the position?
9. In what areas do you think she/he needs to grow or develop?
10. If you had the opportunity and the funding, would you re-hire her/him right now?