

# Your Agency Name Here

## Youth Mentoring Program

### Personal Reference Interview Guide & Notes

(To be completed by Program Staff interviewing reference)

Office Use Only

Interview Date \_\_\_\_\_

Interviewed By \_\_\_\_\_

#### General Information

Applicant Name (Last, First, Middle Initial)		
Reference Name	Reference Contact Number	Reference Number Type <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Other

#### Interviewer Notes

Introductory statement: "Your name has been given to us as a reference for \_\_\_\_\_ (mentor), who has applied to be a mentor in our youth mentoring program. I would like to ask you some questions about him/her, which will be held in absolute confidence; it will not be shared or accessible to him/her. Would you be willing and is this a good time for you to answer a number of questions?"

#### Questions

1. How long, and in what capacity, have you known the applicant?
2. How would you describe the applicant?
3. How does the applicant relate to people in general?
4. Do you feel that the applicant would be a good mentor and role model to a child?
5. Do you think that the applicant relates well to children and young people?
6. Does the applicant usually keep his/her commitments?
7. Is he/she on time for appointments and events?
8. Do you know of any problems or issues that would affect the applicant's ability to work with a child?
9. Would you feel comfortable allowing the applicant to spend time alone with your child?
10. Do you have any additional comments about the applicant?