

# Arizona Heart Gallery

## Volunteer/Employee References' Questions

Volunteer Name: \_\_\_\_\_ Phone \_\_\_\_\_

Reference's Name \_\_\_\_\_ Phone \_\_\_\_\_

Reference's relationship to  
Volunteer/Employee \_\_\_\_\_

1. How long have you know this person?
2. Were you aware that this person was listing you as a reference?
3. On a scale of 1-10, how would you rate this person's : (N/A if unknown or unable to answer)  
Ability to complete tasks on time \_\_\_\_\_  
Professionalism \_\_\_\_\_  
Ability to take constructive criticism \_\_\_\_\_  
Honesty \_\_\_\_\_  
Ability to handle a disappointment \_\_\_\_\_  
Ability to work with others \_\_\_\_\_  
--Especially others who might be difficult to work with \_\_\_\_\_  
Ability to handle deadlines \_\_\_\_\_  
Ability to work under the authority of another \_\_\_\_\_  
Reconciliation Skills if a conflict occurs \_\_\_\_\_  
Tact \_\_\_\_\_  
Abilities in a business/social setting \_\_\_\_\_  
Ability to maintain confidentiality \_\_\_\_\_  
Leadership skills \_\_\_\_\_  
Compassion \_\_\_\_\_  
Ability to balance personal and professional responsibilities \_\_\_\_\_  
Ability to see the "bigger picture" \_\_\_\_\_  
Patience \_\_\_\_\_  
Flexibility \_\_\_\_\_  
Attention to Detail \_\_\_\_\_
4. What would you say are this person's three greatest strengths?
5. What would you say is this person's greatest weakness?.
6. If you were me, would you want this person on your team?
7. Anything else you would like to say?  
Thank you.