**Sample Reference Checking Statement and Questionnaire**

Position Background:

The Aquatic Invasive Species Educator/Watercraft Inspector positions will be responsible for educating the public on Aquatic Invasive Species (ID, methods to prevent or slow their spread, etc.); conducting watercraft inspections in Oswego and Jefferson Counties following standard protocol; and completing a media project (newspaper article, public education program and summary sheet).

I am looking for employees that have the ability to:

* Work independently without direct supervision;
* Communicate with a broad range of stakeholder groups;
* Work outside in varying weather conditions (normal, hot, rain, windy, etc.) and with changing activity levels (times of high recreation visitor use/times of low use); and
* Be responsible in all work settings.

References Questionnaire: Please complete all question and use “n/a” if necessary.

1. How are you affiliated with ?
   1. If professionally, what was the nature of her/his employment with your organization?
2. Related to this position, please describe some of his/her:
   1. Strengths
   2. Weaknesses
3. When given a difficult/urgent task/assignment, was (s)he able to meet deadlines? Please provide example(s) and comment whether the tasks completed to your expectations.
4. How does (s)he get along with other:
   1. Peers
   2. Supervisor/authoritative figure
5. Will he/she be able to work well independently (without direct supervision)?
6. Please comment to ’s ability level in public/group speaking situations.
7. Do you see any reason I should NOT hire ?
8. If given the opportunity, would you re-hire ?

***4-30***