STAFF GUIDE

Volunteer Applicant: Reference Name:

BBBS Staff Name: Reference Phone # and/or Email:

Date of Initial Contact: Relationship to Applicant:

Applying for: CBM SBM Other

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is applying to become a volunteer mentor (“Big”) with Big Brothers Big Sisters and has given us your name as a reference. Big Brothers Big Sisters is a mentoring program that develops and supports positive relationships that have a direct and lasting effect on the lives of young people. Our mentees, or Littles, are matched with mentors, or Bigs, that meet with a child in the community or at a school or other site. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** has applied to mentor a child in **[the community/school/site]**.

Your responses to the following questions will be kept confidential and **the volunteer** has signed a release permitting you to disclose information in order to complete this reference. Your responses will help us determine volunteer fit, including the applicant’s suitability to be matched with a child in the Big Brothers Big Sisters program, and help to facilitate a successful match as part of a comprehensive enrollment process.

(*Please email references to* *agency@bigcva.org**.* If you would prefer to complete this reference via phone, please call our office at **434-528-0400.**

QUESTIONS

1. Please describe your relationship to the applicant.
2. How long have you known the applicant?

1. Employer Only:
	1. Are/were you the applicant’s direct supervisor?
	2. Describe the applicant’s responsibilities in their position as an employee with your company or organization?
	3. How does this applicant get along with others?
	4. Can you describe a time when the applicant was in a situation where they displayed adaptability and/or flexibility?
	5. How well do you feel you know the applicant on a 1-10 scale (1 being not well at all, 10 being extremely well)?
	6. What is the reason behind that rating?
2. How would you describe the applicant’s characteristics or personality?
3. Tell me about the applicant’s general strengths and weaknesses.
4. How does the applicant deal with authority, rules, and accountability?
5. On a scale of 1-10 (1 being not at all, 10 being completely) how dependable is the applicant? What is your reason for this rating?
6. Have you had the opportunity to see the applicant’s home environment?
	1. If so, please describe the applicants home environment and neighborhood.
	2. Please list any concerns you may have regarding a child visiting the applicant’s home.
7. How would you describe how the applicant interacts with children? Please provide a specific example.
8. How well do you think the applicant would interact with youth from a background different than their own?
9. Have you ever observed the applicant disciplining a child?
	1. If so, please describe what you observed.
10. Have you ever had any reason to be concerned about the applicant’s interaction with children? Please explain.
11. Are you aware of any serious infractions of school rules (if applicant is a student) or criminal activity on the part of this applicant that may jeopardize the safety or well-being of a child?
12. Do you have any concern about whether or not this is an appropriate volunteer opportunity for this individual?
13. Do you have any reason to believe this may not be the right time for them to volunteer as a Big?
14. On a scale of 1-10, how strongly would you recommend this applicant for this volunteer position? A rating of a 1 indicates you do not recommend this applicant and a rating of a 10 indicates you highly recommend this applicant.
	1. Why did you give that rating?
15. Is there anything further you’d like to tell us about this applicant?

Thank you for serving as a reference for this applicant. Would you like more information about how to become involved as a volunteer or financial supporter of Big Brothers Big Sisters?

\_\_\_\_\_\_ Yes \_\_\_\_\_\_ No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOR BBBS STAFF USE ONLY:

Follow-up contact needed? Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

Record any concerns resulting from this reference below:

Date reference information was shared with Enrollment staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_