

## Reference questions

Name of candidate

Name of reference

reference telephone number

How long known

What capacity

Get along with others

Personality

Dedication to work

Particular examples

Anyone else I should talk to

Reference Interview Form

Candidate: \_\_\_\_\_

Position: \_\_\_\_\_

Reference: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Know candidate since:

Ways in which known candidate:

Employer:

Personal:

Fellow worker:

Candidate's adaptability to work environment:

Perceptions by co-workers:

Honesty/integrity:

Ability to keep secrets:

Attention to detail:

Judgment:

Rigidity of opinions:

Background knowledge history:

Particular knowledge of relevant areas:

Strengths:

Weaknesses:

Would be willing to hire candidate:

Telling illustration about candidate:

Other:

Candidate Contact Sheet

Candidate name: \_\_\_\_\_

Telephone number: \_\_\_\_\_ (w)

\_\_\_\_\_ (h)

Date: to/from    subject of communication

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Candidate Interview Sheet

Candidate: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Able to obtain security clearance:

Education generally:

anything unclear on resume

GPA -- request transcript?

Employment generally

all time accounted for

relevant experiences

General historical knowledge about period:

Read any books on Kennedy assassination:

Impressions of books:

Which author is most reliable:

Specialized knowledge:

Intelligence

Organized Crime

Foreign relations/policy

Forensics

Other (specify)

Describe your ideal job:

Experience dealing with classified material

What are your feelings about declassification

too protective of government

insufficiently sensitive to national security

What kind of job setting do you like:

clear assignments with standard procedures -- or -- changing  
environment with unclear responsibilities

large office/small office

hierarchical

highly supervised/independent

what kind of supervisor do you want to have

What kind of relations with co-workers

active social/professional

Interests outside of work

What do you like to read

What kind of research experiences has candidate had

What kinds of computer skills

References:

co-worker

academic

employer

other