<table>
<thead>
<tr>
<th><strong>SESSION 3</strong></th>
<th><strong>Ten Tips for Effective Reference Checking</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Don’t limit the references checked to the ones identified in a proposal</td>
<td><strong>2.</strong> Instead, ask in the proposal for a list of recent religious institute clients and choose which ones to contact as a reference</td>
</tr>
<tr>
<td><strong>3.</strong> Check references before interviews</td>
<td><strong>4.</strong> When checking references, ask the religious institute to identify good questions to ask based on its experience with the individual or firm</td>
</tr>
<tr>
<td><strong>5.</strong> Have more than one representative of the religious institute participate in reference checking phone calls</td>
<td><strong>6.</strong> Prepare a list of important takeaways from reference checks to share with the proposal review team or institute decision-makers</td>
</tr>
<tr>
<td><strong>7.</strong> Ask if the individual or firm demonstrated a good working knowledge about religious life</td>
<td><strong>8.</strong> Probe into the comfort level of working and interpersonal relationships developed with the individual or firm</td>
</tr>
<tr>
<td><strong>9.</strong> Inquire into demeanor, patience with and handling of questions and overall strength and clarity of communications skills</td>
<td><strong>10.</strong> Get input on whether the individual or firm remained independent and objective while also sharing personal views and opinions from experience</td>
</tr>
</tbody>
</table>