

## REFERENCE CHECK FORM

Name of Candidate: \_\_\_\_\_ Position to be filled: \_\_\_\_\_ Date Contacted: \_\_\_\_\_

Name of reference: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisory Relationship to Candidate: \_\_\_\_\_ When? \_\_\_\_\_

How many years of service? \_\_\_\_\_ Did they receive Tenure? \_\_\_ Yes \_\_\_ No

Report with staff, parents, students and supervisors? \_\_\_\_\_

Examples of times when she/he has had to react to criticism? \_\_\_\_\_

Absenteeism; how many days absent in the past two years? \_\_\_\_\_

What are areas for growth? \_\_\_\_\_

Greatest strengths when working for you? \_\_\_\_\_

Hire Again? \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

### **JOB SPECIFIC QUESTIONS:**

Describe position in detail. Will she/he be a good fit? \_\_\_\_\_

Other job specific questions and follow-up: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_