

### PROSPECTIVE EMPLOYEE REFERENCE CHECK

Name of Candidate \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Name of Reference: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

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

1. How long have you known \_\_\_\_\_NC\* (Name of Candidate)\*?  
\_\_\_ Less than 1 year \_\_\_ 1-3 years \_\_\_ 3 years or more

2. In what capacity have you known \_\_\_\_\_NC\*?  
\_\_\_ Teacher \_\_\_ Student Teacher \_\_\_ Supervisor \_\_\_ Other \_\_\_\_\_

3. What are \_\_\_\_\_NC\*'s greatest strengths?  
\_\_\_\_\_  
\_\_\_\_\_

4. What special or unique contribution has \_\_\_\_\_NC\* made to your school?  
\_\_\_\_\_  
\_\_\_\_\_

5. Please tell me about the relationships \_\_\_\_\_NC\* establishes and maintains with students?  
With co-workers?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. How do students especially benefit from being in \_\_\_\_\_NC\*'s class(es)?  
\_\_\_\_\_  
\_\_\_\_\_

7. On a scale of 1 to 10 (with 10 being the highest), how would you rate the overall effectiveness of \_\_\_\_\_NC\* as a teacher? \_\_\_\_\_ Why?  
\_\_\_\_\_  
\_\_\_\_\_

8. Why did \_\_\_\_\_NC\* leave your school?  
\_\_\_\_\_

9. Would you rehire \_\_\_\_\_NC\* if you had the opportunity? \_\_\_ Yes \_\_\_ No Why?  
\_\_\_\_\_  
\_\_\_\_\_

10. To your knowledge has \_\_\_\_NC\* ever been involved with impropriety in any student or staff interactions? Please explain.

\_\_\_\_\_

11. How do you believe a supervisor should work with \_\_\_\_NC\* in order to maximize strengths and mitigate weaknesses?

\_\_\_\_\_

\_\_\_\_\_

12. Is there anything else you would like to add to help us understand \_\_\_\_NC\* more fully?

\_\_\_\_\_

\_\_\_\_\_



Recommendation After Reference Check:

- Recommend Candidate for Employment
- Questions Remain – Hold for Additional Information
- Do Not Employ This Candidate

Signature of Reviewer\_\_\_\_\_

Date\_\_\_\_\_