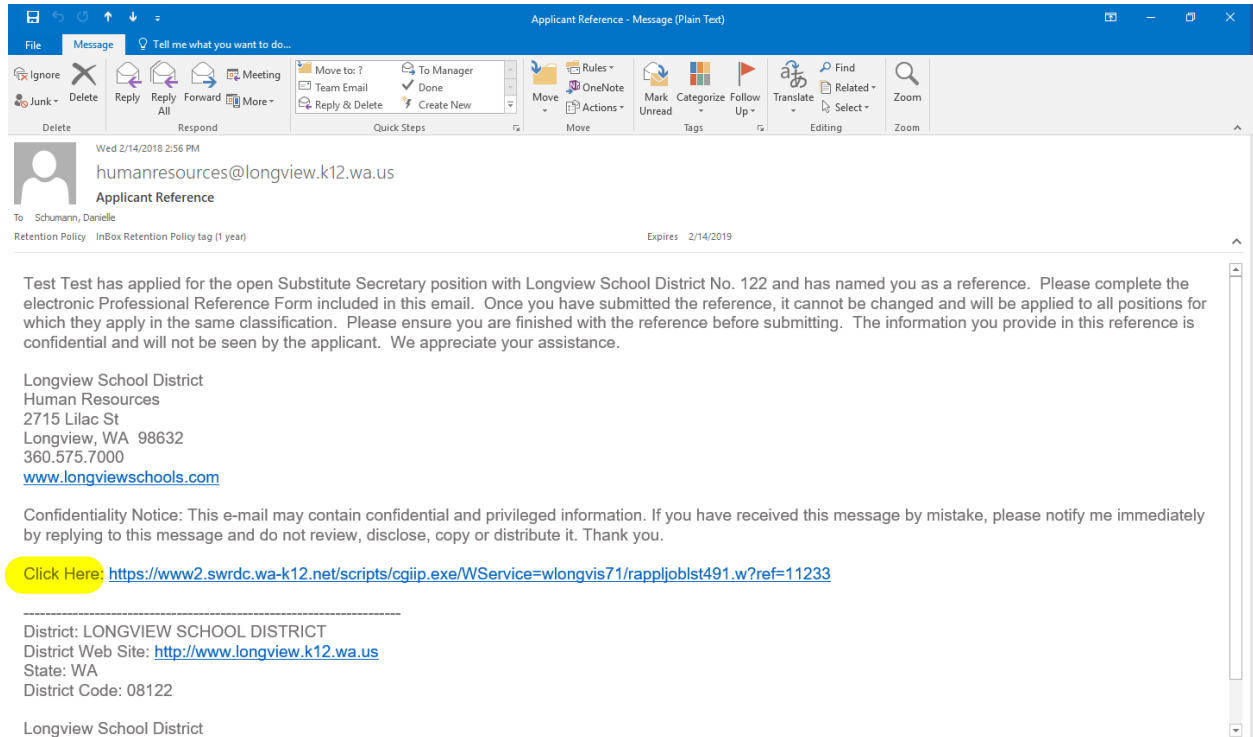
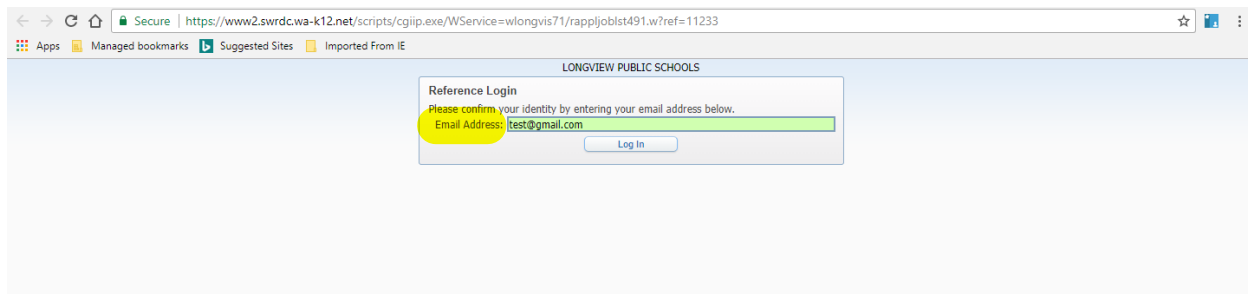


FASTTRACK REFERENCE INSTRUCTIONS

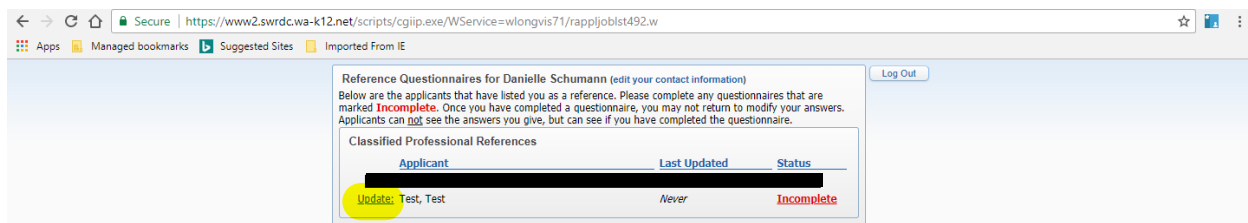
Upon receiving a similar email as pictured below from humanresources@longview.k12.wa.us, access the link included in the email using a laptop or desktop computer. **Do not** type the link pictured below.



To verify your identity, enter your email address when prompted and click Log In.



Next, a list of applicants that have listed you as a reference will appear. If the status is **Incomplete**, please click Update in order to complete the questionnaire.



STOP. Before proceeding, please note, clicking Save will close your questionnaire. Once your questionnaire is closed, you and Human Resources can **not** update or reenter the questionnaire. Once you have completed the questionnaire in its entirety, review your answers and make any changes or updates if necessary. Then, scroll to the top and check the **I Have Completed This Reference Questionnaire To The Best Of My Abilities** box.

Reference Questionnaire - 05.17.10.00.11 - Google Chrome

Secure | <https://www2.swrdc.wa-k12.net/scripts/cgiip.exe/WService=wlongvis71/rappljoblst493.w?id=20256&isPopup=true>

Reference Questionnaire

Applicant Information

Applicant: Email:

* Your Relationship To Applicant:

I Have Completed This Reference Questionnaire To The Best Of My Abilities: ☒

Classified Professional References

1: How long have you known this applicant and in what capacity?

2: Please describe the applicant's work performance?

3: What do you consider the applicants strengths and weaknesses?

4: Is the applicant a team player or does he/she excel working independently?

5: On a scale of 1 (low) - 10 (high), how dependable is this applicant?

☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☐ 7
☒ 8
☐ 9
☐ 10

Save **Back**

STOP. Before proceeding, please note, once you have clicked Save, you and Human Resources will not be able to make any changes to your answers.

Next, click Save at the top right of the screen.

Reference Questionnaire - 05.17.10.00.11 - Google Chrome

Secure | <https://www2.swrdc.wa-k12.net/scripts/cgiip.exe/WService=wlongvis71/rappljoblst493.w?id=20256&isPopup=true>

Reference Questionnaire

Applicant Information

Applicant: Email:

* Your Relationship To Applicant:

I Have Completed This Reference Questionnaire To The Best Of My Abilities: ☒

Save **Back**