

Reference Check Questions



Applicant Name:	Reference Name:
Position:	Phone # of Reference:
Date of Contact:	Reference Title :
<u>Procedure:</u> Identify yourself by name & position Indicate you are considering this applicant Indicate N/A if question does not apply	Person Completing Form:

1. How do you know this person? How long? Did you evaluate him/her? Yes / No
2. What was the responsibility level of the job?
3. Why did this person leave employment with your organization?
4. What were his/her strengths?
5. Any areas in which you would recommend growth?
6. Would you hire them again? If no, why?
7. Would you feel comfortable letting this person work with your own child?

9. How would you rate this applicant on a ten-point scale (1=low, 10=high) in the following areas?
(Indicate number given after each area.)

Efforts to improve	
Degree of adaptability/flexibility	
Level of cooperation with others	
Instructional abilities or teaching and explaining things to others	
Receptiveness to constructive feedback	
Staff relationships	

10. Since you know the candidate better than I, is there anything else I should know?

Additional Questions & Answers-

11. Question: _____

12. Question: _____

Answer:

Recommendation			
☐ Strong Yes	☐ Yes	☐ No	☐ Non-committed

Reference's Comments: she be a very good addition to a school team

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8. How do you know this person? How long? Did you evaluate him/her? Yes / No

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Additional Questions & Answers-

13. Question: _____

Answer:

14. Question: _____

Answer:

Recommendation			
☐ Strong Yes	☐ Yes	☐ No	☐ Non-committed

Reference's Comments:



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15. How do you know this person? How long? Did you evaluate him/her? Yes / No

16. What was the responsibility level of the job?

17. Why did this person leave employment with your organization?

18. What were his/her strengths?

19. Any areas in which you would recommend growth?

20. Would you hire them again? If no, why?

21. Would you feel comfortable letting this person work with your own child?

13. How would you rate this applicant on a ten-point scale (1=low, 10=high) in the following areas?
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14. Since you know the candidate better than I, is there anything else I should know?

Additional Questions & Answers-

15. Question: _____

Answer:

16. Question: _____

Answer:

Recommendation			
☐ Strong Yes	☐ Yes	☐ No	☐ Non-committed

Reference's Comments: