

Candidate: _____
Reference Checked By: _____
Name of Reference: _____

Position: _____
Date: _____
Phone: _____

RSU No. 5 - Educator Reference Checking – Questions
Prepare one for each reference checked
Three expected - one must be from a current supervisor

_____ has applied for the position of _____. They have used your name as a reference and I'd like to talk with you about them.

1. How long have you known them and in what capacity?

2. Have you ever evaluated or observed them?

3. How has this person impacted your school community?

4. What are their strengths?

5. What is an area of growth for this person?

6. What would students or others (colleagues, parents) say about them?

7. Tell me about their interactions with other staff.

8. How do they respond to feedback?

9. How would you rate their attendance?

10. What else should I know about this person that I haven't asked?

11. If you had the opportunity to hire them again, would you?

This form must be returned to the Superintendent's Office

Administrative Procedure Adopted: March 16, 2010
Administrative Procedure Reviewed: February 28, 2012
Administrative Procedure Revised: February 28, 2017
Administrative Procedure Revised: August 17, 2022
Administrative Procedure Revised: March 7, 2023